

Adaptive Progress Monitoring (APM) and Florida Civic Literacy Exam (FCLE) *Powered by ClearSight*

Reporting User Guide

2021–2022

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Table of Contents

Reporting User Guide	1
Introduction to the User Guide.....	1
How to Navigate Reports	2
How to Understand Which Students Appear in Your Reports	2
How to View High-Level Aggregate Test Results.....	2
How to Use the Dashboard to View Aggregate Test Results	2
How to View More Detailed Data on a Particular Test Group.....	3
For Teachers and School-Level Users: How to View Student-Level Data for All Your Rosters.....	4
How to View Test Results for Rosters on a Particular Test.....	6
How to Access Test Results for All Your Rosters.....	6
How to See Which Rosters Performed Well on This Assessment.....	8
How to See Which Rosters Had the Highest Test Completion Rates.....	8
How to See How Well Rosters Performed in Each Area on the Test	9
How to Access Test Results for an Individual Roster.....	10
How to See How Well Students in Your Roster Performed in Each Area of the Test	10
For School- and District-Level Users: How to View Test Results for a School on a Particular Test.....	11
How to Access Test Results for a School	11
How to See Which Rosters Performed Well on This Assessment.....	12
For District-Level Users: How to View Test Results for a District on a Particular Test.....	12
How to Access Test Results for a District	12
How to See Which Schools in the District Performed Well on This Assessment.....	13
How to See How Well Schools in the District Performed in Each Area of the Test.....	13
How to Track Student Performance Over Time	14
How to Access a Longitudinal Report Comparing Related Assessments.....	15
How to View Students' Overall Performance on These Assessments Over Time	17
How to Switch Between Score Data and Performance Level Data	18
How to Modify the Test Groupings You've Selected	18
How to Filter Test Opportunities to Show Some and Not Others.....	18
How to View Test Results Broken Down by Demographic Sub-Groups.....	20
How to View Test Results Broken Down by Demographic Sub-Groups	20
How to View Test Results for a Particular Demographic Sub-Group or Combination.....	22
How to View Test Results for Individual Students.....	23

How to Access Test Results for an Individual Student on a Particular Test	23
How to View a Report for All the Assessments a Student Has Completed Over Time ...	24
How to Use the Student Portfolio Report to View Only the Tests You're Interested In ...	26
How to Use Individual Student Reports (ISR)	27
What an Individual Student Report (ISR) Looks Like and How to Read It	28
How to Generate and Export Individual Student Reports (ISR).....	30
How to Generate and Export Student Data Files	36
How to Compare Students' Data with Data for Your District, School, and/or Total Students	42
How to Compare All Your Students' Performance on Any Test with Larger Groups.....	43
How to Access Item-Level Data.....	44
How to View Item Scores.....	45
How to View an Item.....	45
How to View Items with and Without the Students' Visual Settings.....	48
What It Means When a Student Response Contains Highlighted Text.....	50
What It Means When an Item Score Reads "n/a"	50
How to Navigate to Other Items from the Item View Window.....	50
How to Set Up Your Reports So They Make Sense	51
For Teachers: How to Set Preferences for Tests to Display.....	51
For School- and District-Level Users: How to Set Preferences for Rosters to Display	52
How to Filter Tests to Display.....	53
For Teachers and School-Level Users: How to Filter by Rosters on Reports.....	55
For District-Level Users: How to Filter by Schools on Reports.....	57
How to Assign Test Reasons (Categories)	59
How to Filter by Test Reason (Category).....	62
How to Filter Item-Level Data by Standards and Clusters of Standards.....	65
How to Export and Print Data.....	69
How to Export or Print a Report You're Viewing	69
How to Export an Assessment Report Directly from the Performance on Tests Report	71
Appendix.....	73
A	73
Roster Management.....	73
How to Add a Roster	73
How to Modify a Roster	77

How to Upload Rosters.....	81
B	85
Help.....	85
How to Access the Online User Guide.....	85
C	85
Inbox	85
How to Access and Manage Files in the Inbox	86
How to Use the Inbox to Send Files to Other Users' Inboxes.....	88
D	90
Login Process.....	90
How to Log In to the APM-Reporting System.....	90
How to Set or Reset Your Password.....	92
E	94
Multiple Test Opportunities	94
F	94
Non-Scorable Test Opportunities.....	94
G	95
Performance Data	95
H	98
Report Tables.....	98
How to Sort a Table.....	98
How to Specify the Number of Rows Displayed.....	98
How to View Additional Table Rows	99
How to View Additional Table Columns	99
How to Expand All Accordion Sections in a Table.....	99
I.....	99
Test Resources	99
J	100
User Support.....	100
Change Log	102

Introduction to the User Guide

This user guide gives instructions on using the APM-Reporting System to access APM and FCLE assessment results.

It includes the following sections:

- [How to Navigate Reports](#)
- [How to Set Up Your Reports So They Make Sense](#)
- [How to Export and Print Data](#)

How to Navigate Reports

This section explains how to navigate your reports.

How to Understand Which Students Appear in Your Reports

- Teachers can view data for all students in their classes or rosters (henceforth mentioned as rosters) who have completed assessments.
- School-level users can view data for all students in their schools who have completed assessments.
- District-level users can view data for all students in their districts who have completed assessments.

How to View High-Level Aggregate Test Results

When you log in to the APM-Reporting System, the first thing you see is the dashboard where you can view overall test results for some or all of your test groups. From there, you can navigate to a report listing individual tests.

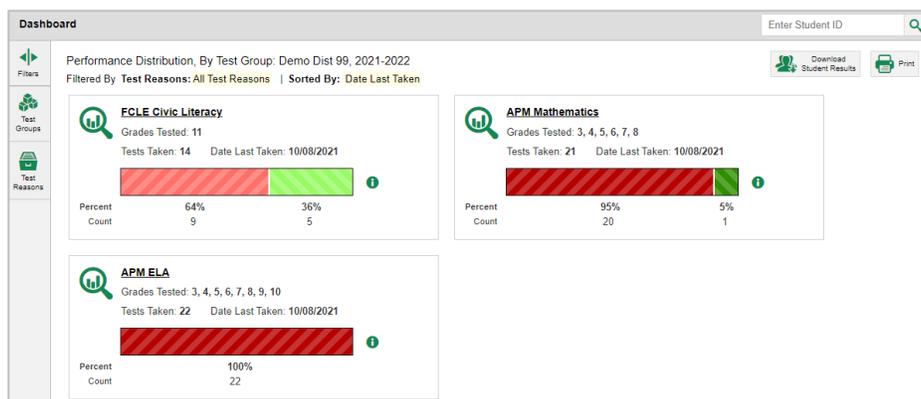
How to Use the Dashboard to View Aggregate Test Results

All users see the standard dashboard. It displays an aggregation card for each test group. A typical test group comprises a single test type, a single subject, and all grades (for example, the second card shown in [Figure 1](#) is for an APM Mathematics test).

Each aggregation card displays the test group name, a list of grades included, the number of students who took tests in the group, the date of the test last taken, and a performance distribution bar displaying both percentages and student counts below it. Test group cards are sorted by date last taken.

Clicking the  button beside the performance distribution bar displays a legend with more information about performance levels.

Figure 1. Teacher View: Dashboard



If a message appears saying “There are no assessments to display”, there may be no assessments taken in your current reporting time period, or you may have filtered out all data.

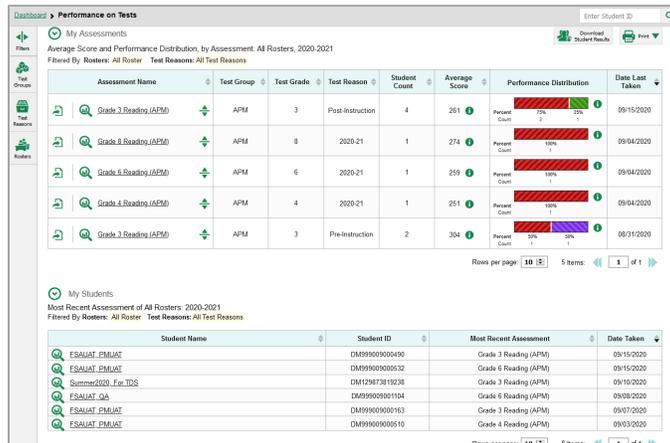
How to View More Detailed Data on a Particular Test Group

To view more detailed data for a particular test group, click the name of the group (or  beside it). The Performance on Tests report appears. It is filtered to display only the test group you selected.

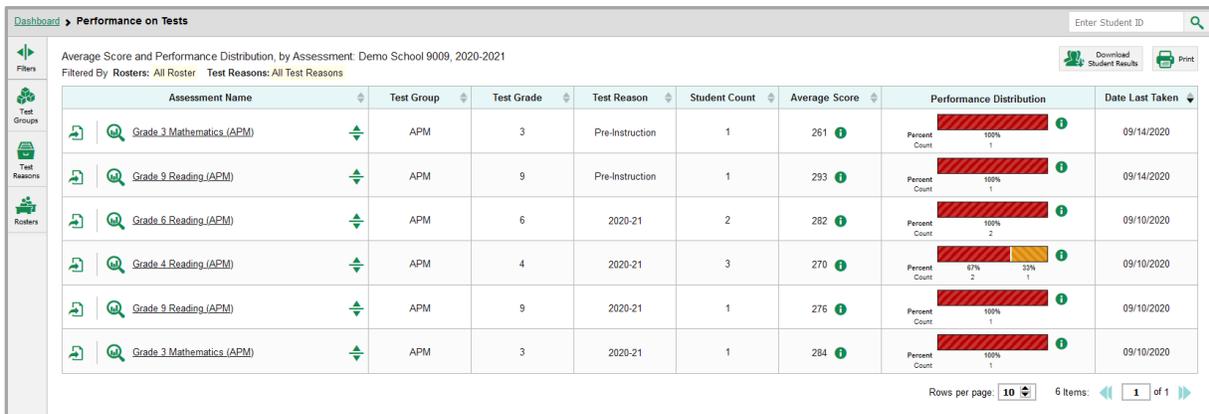
In the Performance on Tests report, teachers see two tables, as in [Figure 2](#):

- The My Students table, listing all your students who took the assessments.

Figure 2. Teacher View: Performance on Tests Report



District- and school-level users see just one table, as in [Figure 3](#). Like the first table on the teacher Performance on Tests report, this table lists all the assessments in the test group.



For each test, the My Assessments table (see [Figure 4](#)) shows the test group, grade, test reason (a category assigned to an assessment), number of students who took the test, average score, performance distribution, and date the test was last taken.

Figure 4. Teacher View: Performance on Tests Report

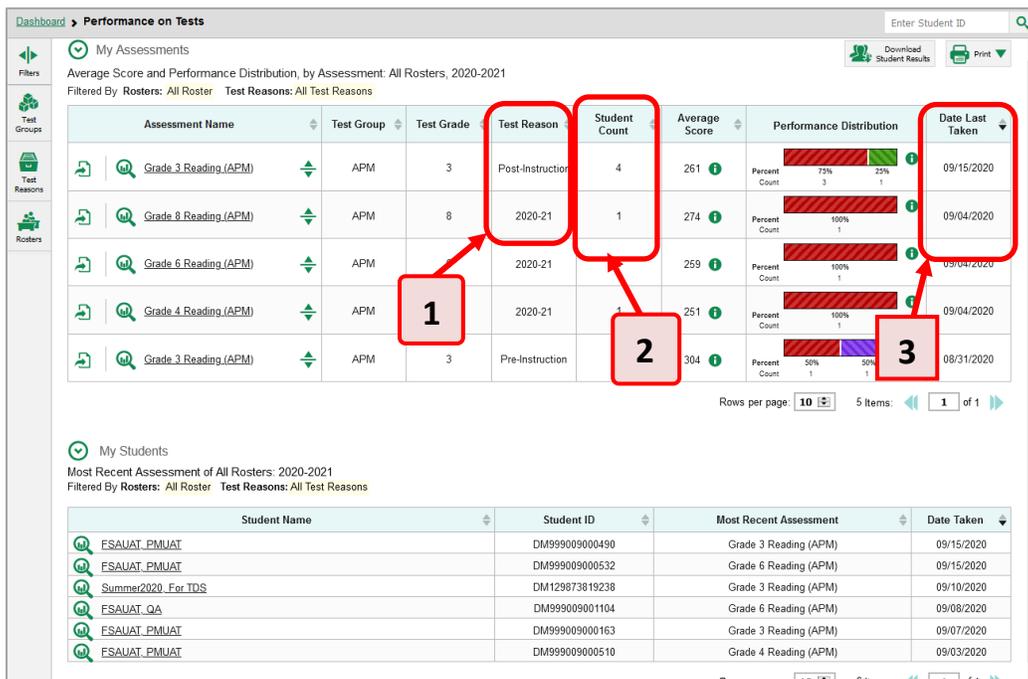


Table 1. Teacher View: Performance on Test Report Elements

#	Element
1	Test reasons (either test windows or categories)
2	Number of students who took each test for each test reason
3	Date of most recent opportunity for each test for each test reason

You can use the filters to view a different set of assessments. For more information on filtering, see [How to Set Up Your Reports So They Make Sense](#).

If a message appears saying “There are no assessments to display” or “There are no students to display”, there may be no assessments taken in your current reporting time period, or you may have filtered out all data.

For Teachers and School-Level Users: How to View Student-Level Data for All Your Rosters

The **Performance by Student** tab displays test results for each of your students across rosters. In order to see the results for all your students, follow the instructions below.

APM/FCLE-Reporting User Guide

1. Starting from the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the assessments table at the top of the page.
3. In the report that appears, select the **Performance by Student** tab, as in [Figure 5](#). You will see results listing all your students. The first few rows also show aggregate performance data for your district, school, and/or total students.

Figure 5. School Performance on Test Report: Performance by Student Tab

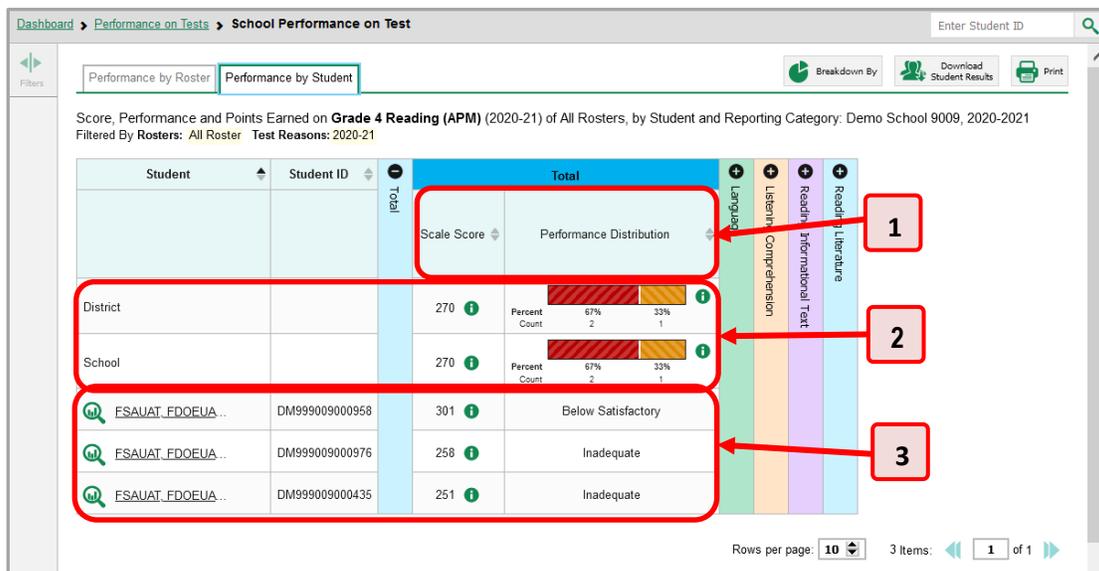


Table 2. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Performance column header (click to sort)
2	Data for district and school
3	Student data

To see which students performed best, click the Score or Performance columns to sort them.

You can view your students' performance in each area of the test by clicking the reporting category section bars to expand them, as shown in [Figure 6](#).

Figure 6. My Students' Performance on Test Report: Performance by Student Tab with Expanded Reporting Category Section

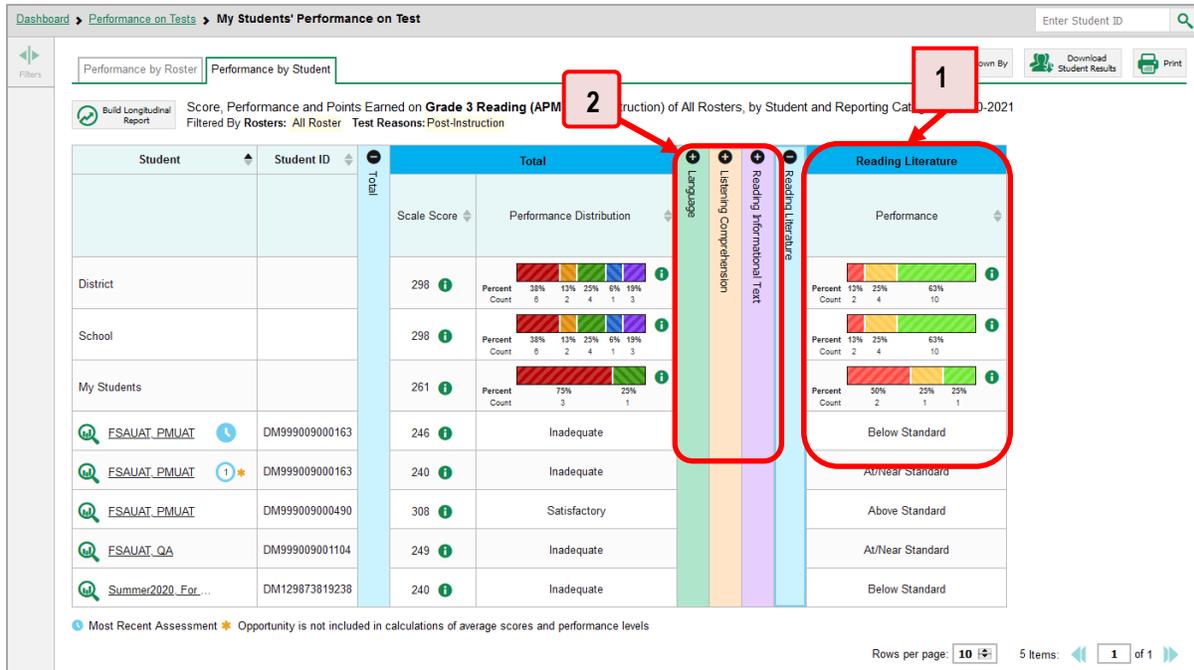


Table 3. My Students' Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Reporting category section (expanded)
2	Additional reporting category sections (not expanded)

How to View Test Results for Rosters on a Particular Test

You can view a list of rosters that took a particular test, and you can also view the test results for a particular roster.

How to Access Test Results for All Your Rosters

The **Performance by Roster** tab ([Figure 7](#)) displays test results for each roster. To view this tab, follow the instructions for your user role below.

Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).

APM/FCLE-Reporting User Guide

- Click a test name (or  beside it) in the table of assessments. Either the My Students' Performance on Test or the School Performance on Test report appears, depending on your role. It is open to the **Performance by Roster** tab.

District-level users can view all rosters in a school. To do so, follow these instructions:

- From the dashboard that appears when you log in, click a test group name (or  beside it).
- Click a test name (or  beside it) in the table of assessments. A page of district test results appears, listing schools within the district.
- Click a school name (or  beside it). The School Performance on Test report appears, open to the **Performance by Roster** tab.

The report shown in [Figure 7](#) displays a list of your rosters and each roster's performance. The first few rows also show aggregate performance data for your district, school, and total students.

Figure 7. My Students' Performance on Test Report: Performance by Roster Tab

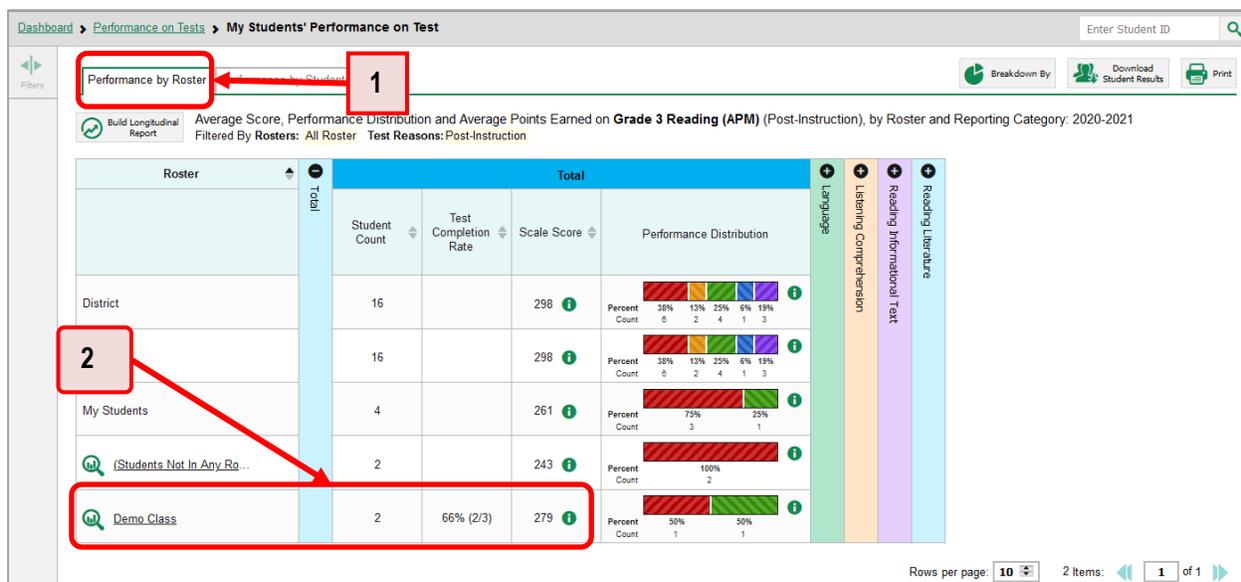


Table 4. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Performance by Roster tab
2	Performance data for a roster

How to See Which Rosters Performed Well on This Assessment

To see which rosters performed best on the test, do either of these things (see [Figure 8](#)):

- Click the score column header to sort by score and look for rosters with high average scores.
- Look at the bars in the Performance Distribution column to see where the percentage of students at or above proficient is high.

Figure 8. My Students' Performance on Test Report: Performance by Roster Tab

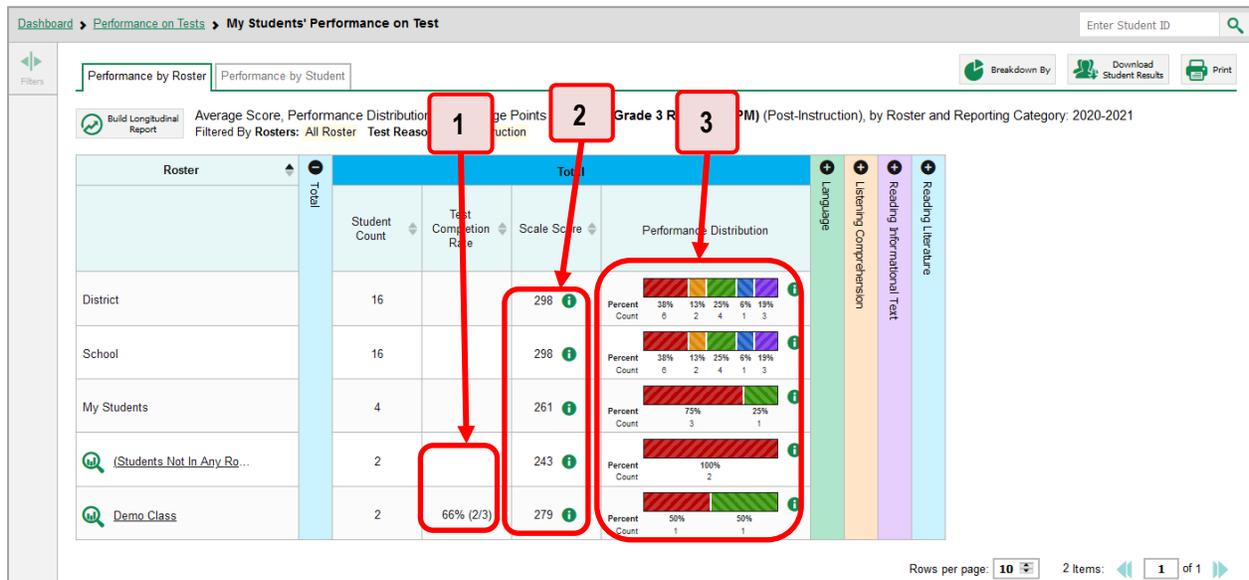


Table 5. My Students' Performance on Test Report: Performance by Roster Tab Elements

#	Element
1	Test Completion Rate column (click to sort)
2	Scale Score column (click to sort)
3	Performance Distribution column

How to See Which Rosters Had the Highest Test Completion Rates

To see which rosters had the highest test completion rate, click the Test Completion Rate column header to sort the column (see [Figure 8](#)). Test completion rate data is only available for rosters and is not available at any other aggregation level. The test completion rate is based on the number of students in each roster who have completed the test.

How to See How Well Rosters Performed in Each Area on the Test

For APM tests, you can compare the performance of your students in each area of the test. Click each vertical section bar to expand or collapse it. In this example (Figure 9), you can view the performance distribution bar for each roster under the reporting category- Language.

Figure 9. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section

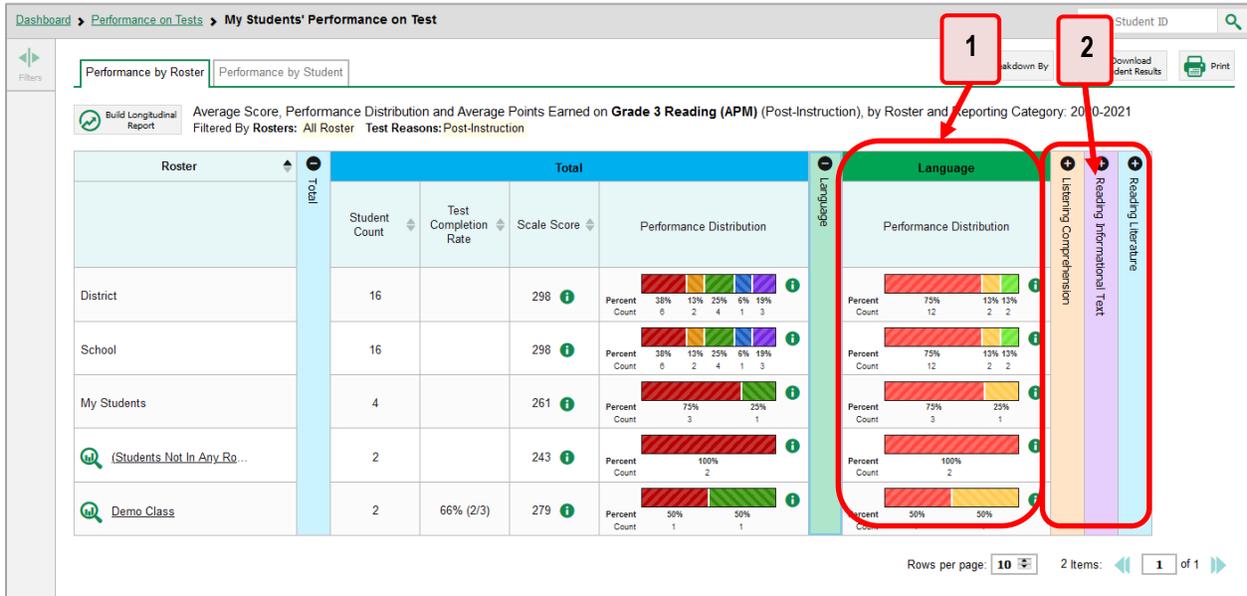


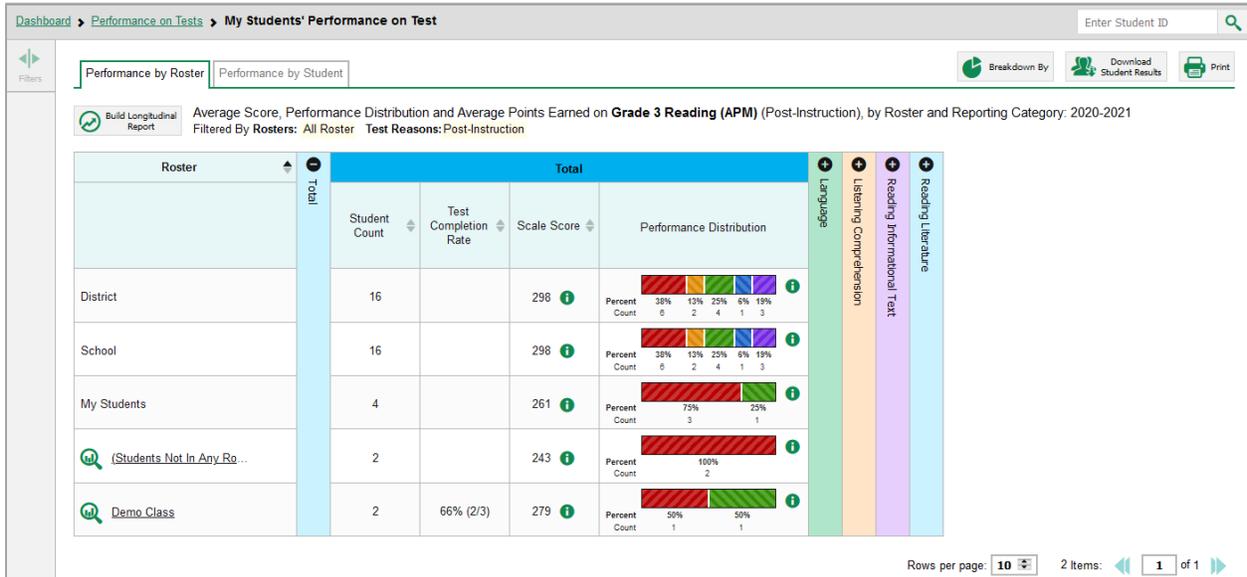
Table 6. My Students' Performance on Test Report: Performance by Roster Tab with Expanded Reporting Category Section Elements

#	Element
1	Reporting category section
2	More reporting category section bars (click to expand)

How to Access Test Results for an Individual Roster

Prior sections explained how to access test results for all your rosters. To view results for one specific roster, click the name of a roster that appears in the first column of the report (or  beside it). The roster results listed by student appear (see [Figure 10](#)).

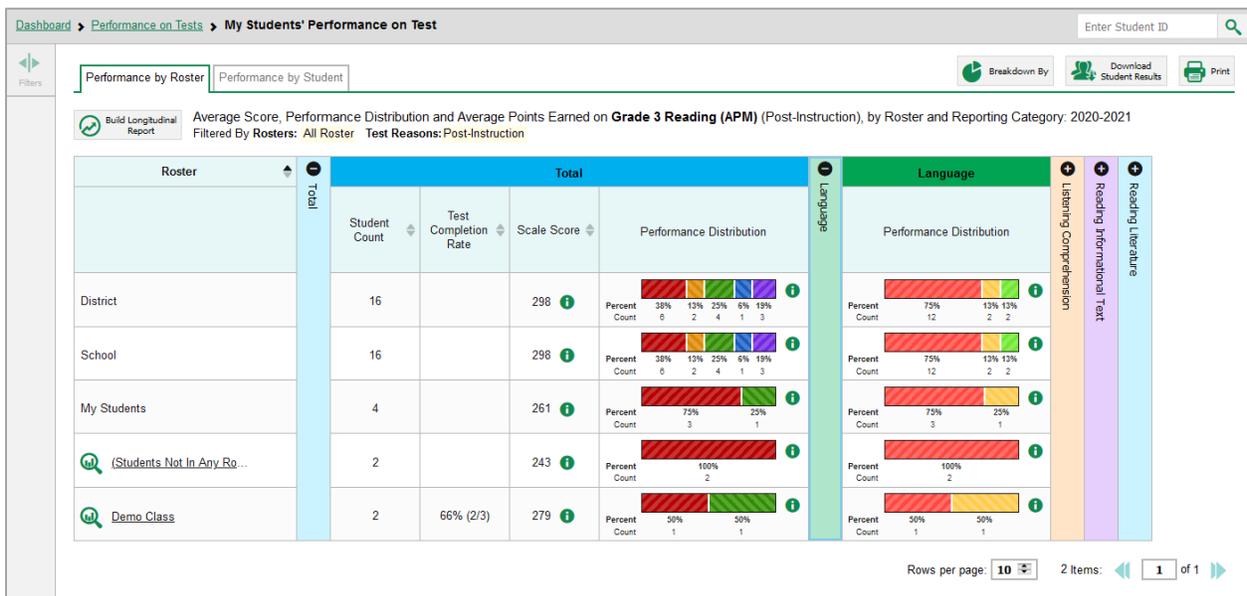
Figure 10. Teacher View: Roster Performance on Test Report



How to See How Well Students in Your Roster Performed in Each Area of the Test

You can compare the performance of your students in each area of the test using the reporting category sections, as shown in [Figure 11](#). Click the vertical section bar to expand each section.

Figure 11. Teacher View: Roster Performance on Test Report with Expanded Reporting Category Section



For School- and District-Level Users: How to View Test Results for a School on a Particular Test

You can view test results for all the students in a school on a particular test. This gives you a high-level look at how the school is performing.

How to Access Test Results for a School

School-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. The School Performance on Test report appears.

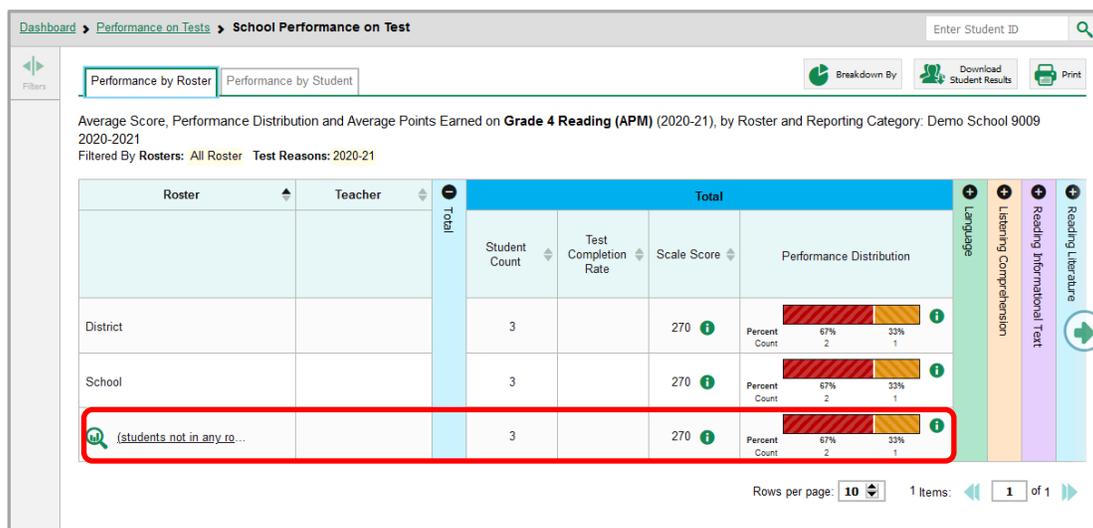
District-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A table listing test results by school appears.
3. Click the name of the school (or  beside it) for which you would like to see results. The test results for the school appear.

Note that district-level users can also access the test results from a school directly from the Performance on Tests report, by first filtering by school.

The **Performance by Roster** tab is open by default, as in [Figure 12](#).

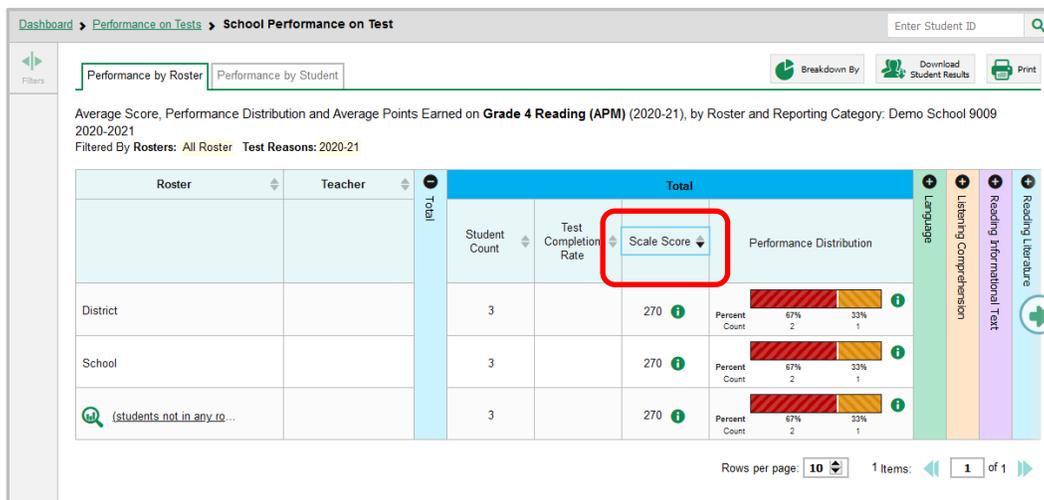
Figure 12. School Performance on Test Report: Performance by Roster Tab



How to See Which Rosters Performed Well on This Assessment

In the **Performance by Roster** tab, look at the Performance Distribution column and click the header of the score column to sort by score (see [Figure 13](#)). Rosters with a high average scale score, and with a high percentage of students performing at or above proficient in the performance distribution bar, performed well on the assessment. If certain rosters performed consistently well, you could use them as a model for the rosters with lower performance.

Figure 13. School Performance on Test Report: Performance by Roster Tab with Table Sorted by Score



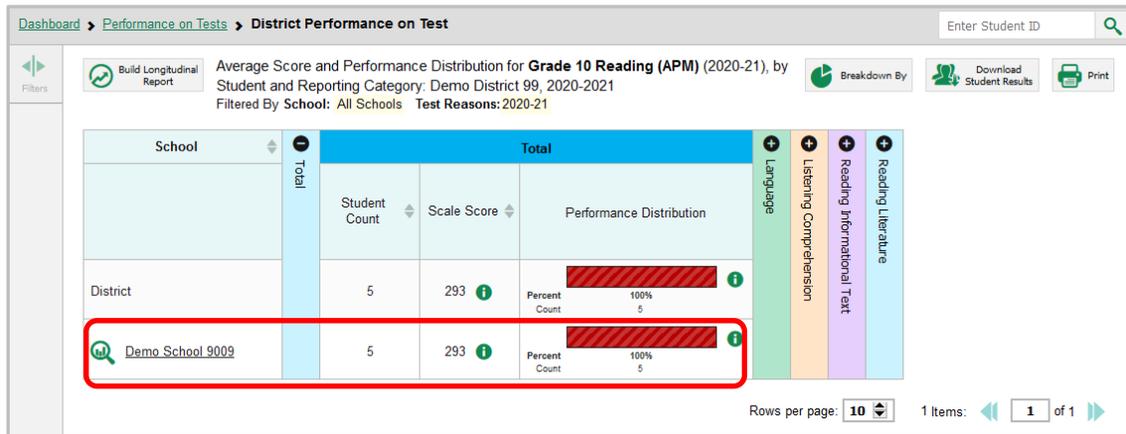
For District-Level Users: How to View Test Results for a District on a Particular Test

You can view test results for a district on a particular test. This gives you a high-level view of how the district is performing.

How to Access Test Results for a District

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. The District Performance on Test report appears, listing schools in the district (see [Figure 14](#)).

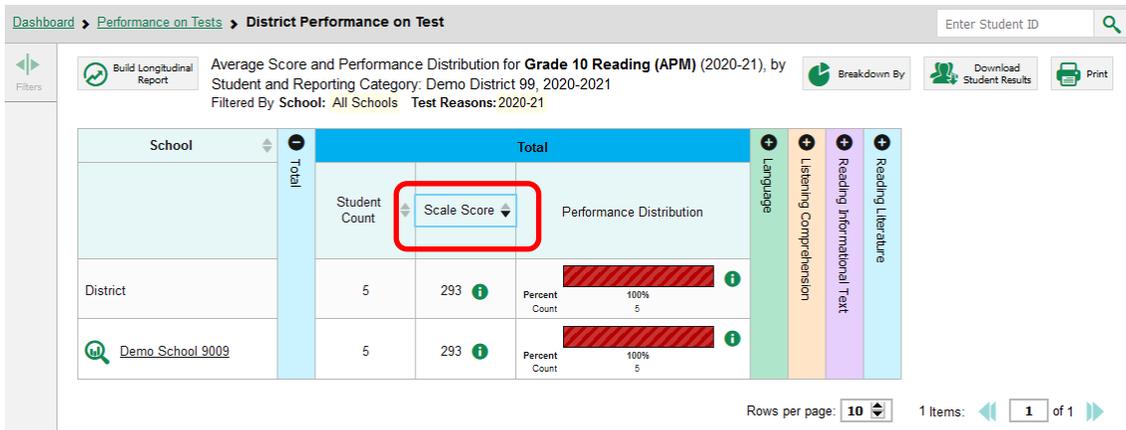
Figure 14. District Performance on Test Report



How to See Which Schools in the District Performed Well on This Assessment

Look at the score column and/or Performance Distribution column and click the score column to sort by it (as in [Figure 15](#)).

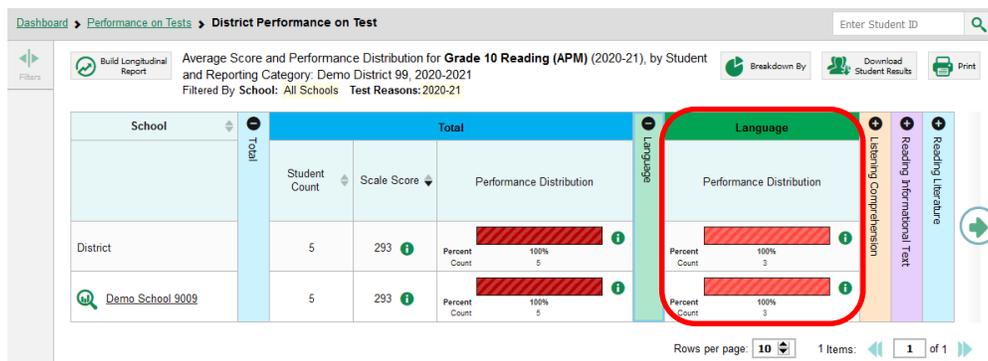
Figure 15. District Performance on Test Report Sorted by Score



How to See How Well Schools in the District Performed in Each Area of the Test

Click the vertical section bars to expand the reporting category sections (as in [Figure 16](#)).

Figure 16. District Performance on Test Report with Expanded Reporting Category Section



How to Track Student Performance Over Time



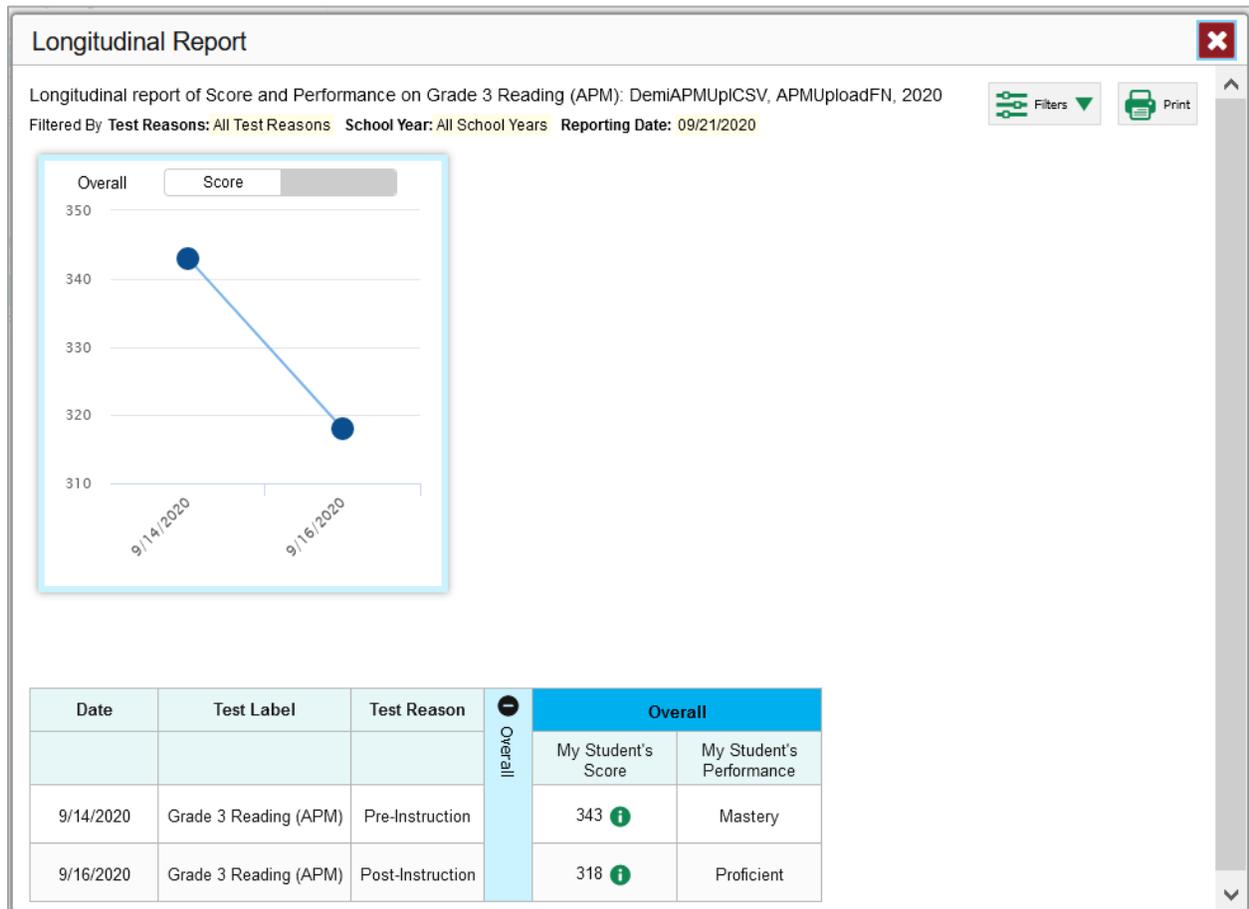
Note: This feature is not available for the Florida Civic Literacy Exam.

You can view your students' performance over time across multiple related assessments or across multiple test opportunities of a single assessment. This lets you see how students' performance has improved or declined.

Each Longitudinal Report displays performance data for one of the following:

- A group of students who have completed every assessment available in the report. If you are a district- or school-level user, note that a certain percentage of students must have taken *all* the related assessments in order for you to generate a Longitudinal Report. Teachers have the option of adjusting the pool of students, tests, and test reasons.
- An individual student (see [Figure 17](#)).

Figure 17. Longitudinal Report Window: Report for a Single Student

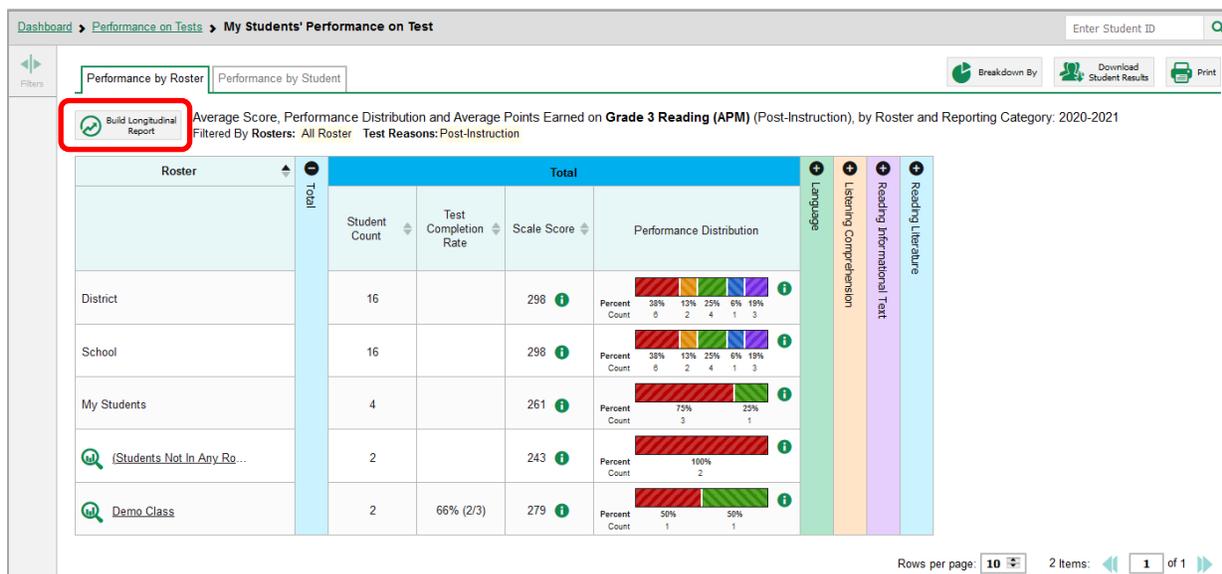


How to Access a Longitudinal Report Comparing Related Assessments

If the student(s) in your test results have completed multiple related assessments, the **Build Longitudinal Reports** button  allows you to access a Longitudinal Report for any of those assessments. If they haven't done so, then no Longitudinal Report is available.

- Above a table of test results, click the **Build Longitudinal Reports** button  in the upper-left corner, either directly on the page (see [Figure 18](#)) or within a **More Tools** menu, depending on whether additional instructional resources are available.

Figure 18. My Students' Performance on Test Report: Performance by Roster Tab



The **Longitudinal Report** window appears. Depending on your role, the test types, and the number of students in the report, it may display a report options page rather than the Longitudinal Report itself. The contents of this page depend on your role and the number of students.

- **Teachers only:** If the test results you're looking at are for multiple students, a table appears with a column for each test (see [Figure 19](#)). This table does not appear if you're looking at an individual student.

- A sub-column appears for each test reason (a category of test).
- The cells in the columns display checkmarks  to indicate which students completed which test/test reason combinations.

Figure 19. Teacher View: Longitudinal Report Window: Detailed Report Options Page

Longitudinal Report
✕

Generate Report

Mark the checkboxes for the tests you wish to compare, and then click Generate Report. The Longitudinal Report will only show data for students who completed every test you chose to include (the students highlighted in the table below).

Students Selected: 2

Test	Grade 3 Reading (APM)	
<input type="checkbox"/> Test Reason	<input checked="" type="checkbox"/> Post-Instruction	<input checked="" type="checkbox"/> Pre-Instruction
FSAUAT, PMUAT (DM999009...	✓	
Summer2020, For TDS (DM1...	✓	
FSAUAT, PMUAT (DM999009...	✓	✓
FSAUAT, QA (DM999009001...	✓	✓

- Mark the checkbox for each test/test reason combination you wish to include in the report. Mark the **Test Reason** checkbox on the left to include all or clear it to remove all. The test opportunities that will be included are highlighted in yellow.
- If you're viewing report options, click **Generate Report** at the top of the window to view the Longitudinal Report. (You can modify your selections and regenerate the report later using the **Change Selections** button .)

How to View Students' Overall Performance on These Assessments Over Time

Look at the graph in the upper-left corner of the Longitudinal Report (see [Figure 20](#)). It shows the scores or performance levels of the student(s) each time they took the test(s).

Score data are plotted along a line.

Figure 20. Longitudinal Report Window: Report for a Single Student

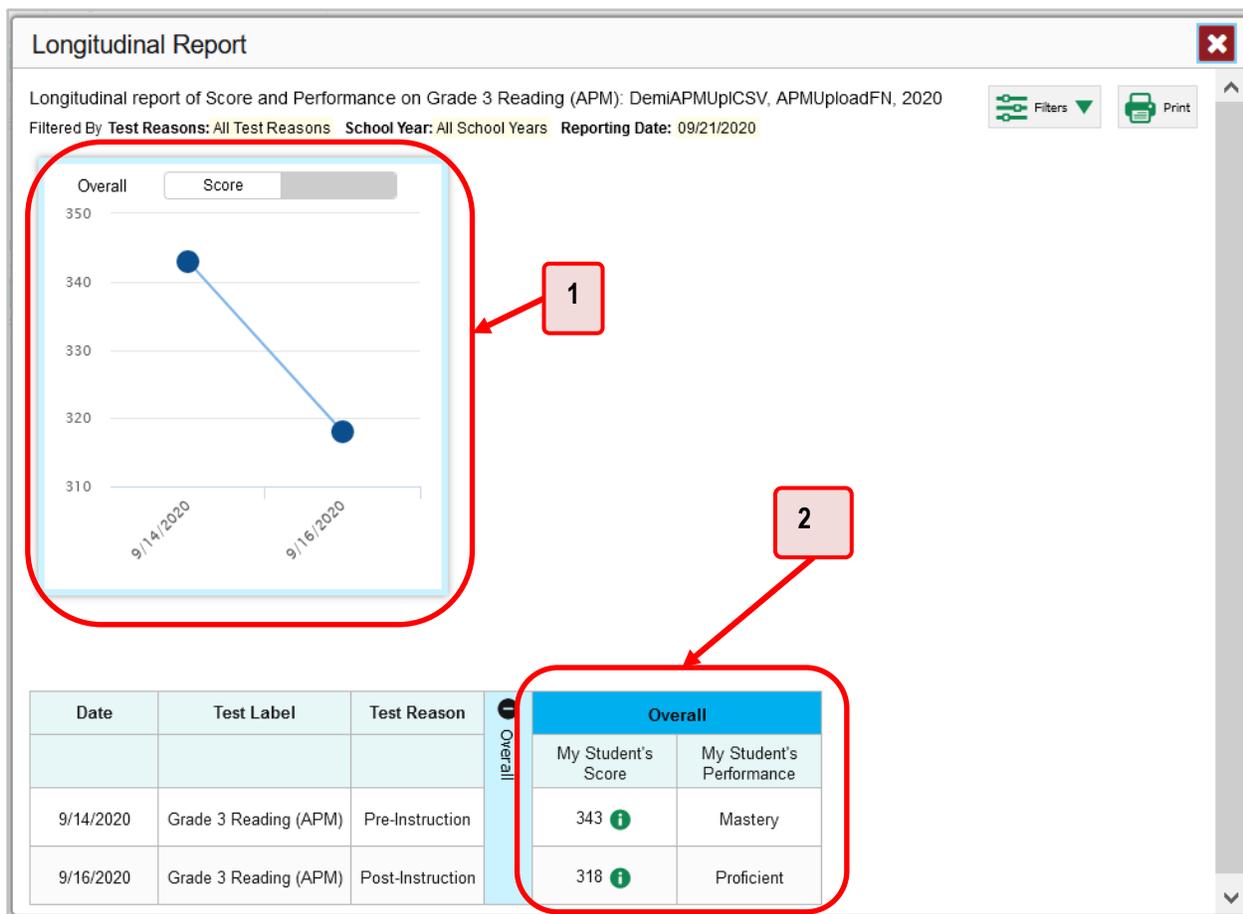


Table 7. Longitudinal Report Window Elements

#	Element
1	Overall performance graph
2	Overall performance section of table

Performance level data are shown either the same way or, for multiple students, in performance distribution bars.

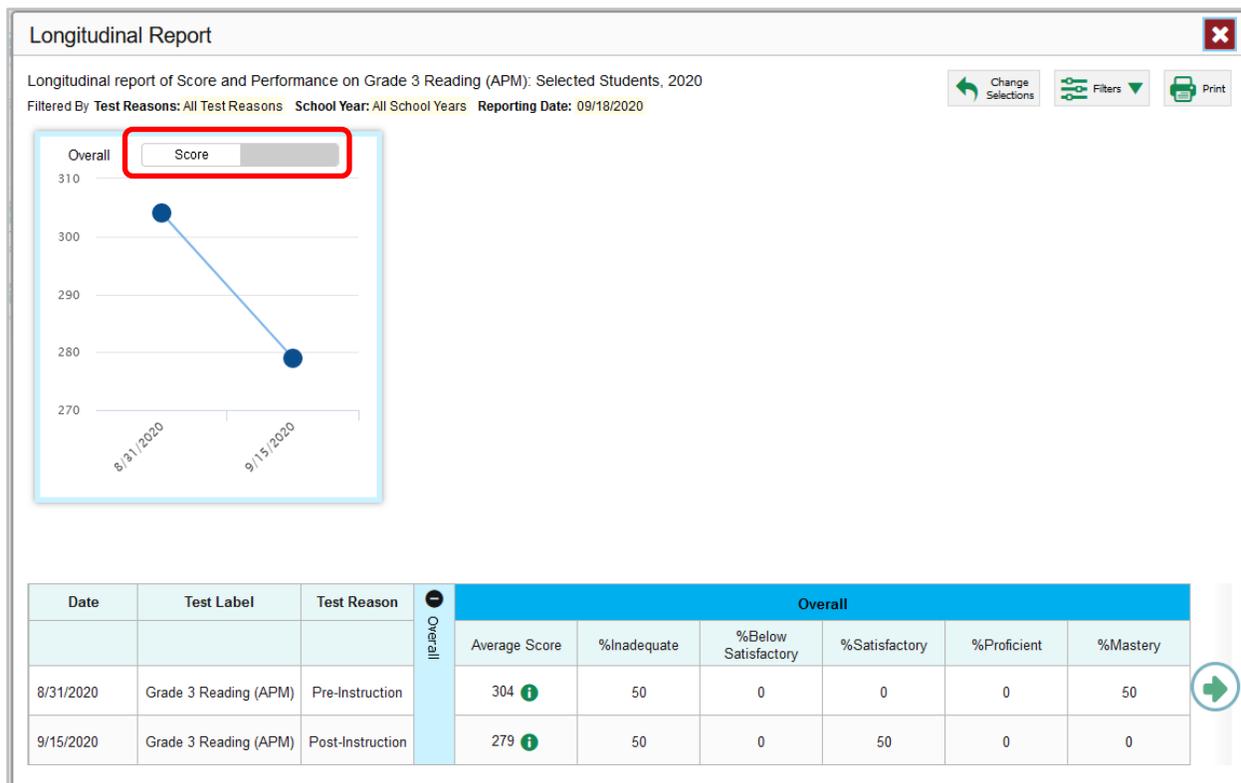
Mouse over the data points in a line graph or the sections in a bar to get more information.

Alternatively, in the table at the bottom of the report, look at the **Overall** section.

How to Switch Between Score Data and Performance Level Data

When a graph offers both score and performance level data, a toggle bar appears at the top of it, as in [Figure 21](#). Click the toggle to switch. You may want to do this if you find performance level data easier to read, or if you prefer the precision of score data.

Figure 21. Longitudinal Report Window: Report for Multiple Students



How to Modify the Test Groupings You've Selected

If you are a teacher and generated the report from the report options page, click the **Change Selections** button  in the upper-right corner of the window. The report options page reappears, allowing you to change your selection of tests and test reasons.

How to Filter Test Opportunities to Show Some and Not Others

You may want to filter a Longitudinal Report in order to focus on some test opportunities and not others.

Note that filtering tests may affect the set of students whose data are included in the report.

1. Open the **Filters** menu  at the upper-right corner and select the filter options you prefer from the drop-down lists (see [Figure 22](#)).

Figure 22. Longitudinal Report Window: Report for Multiple Students with Expanded Filter Menu

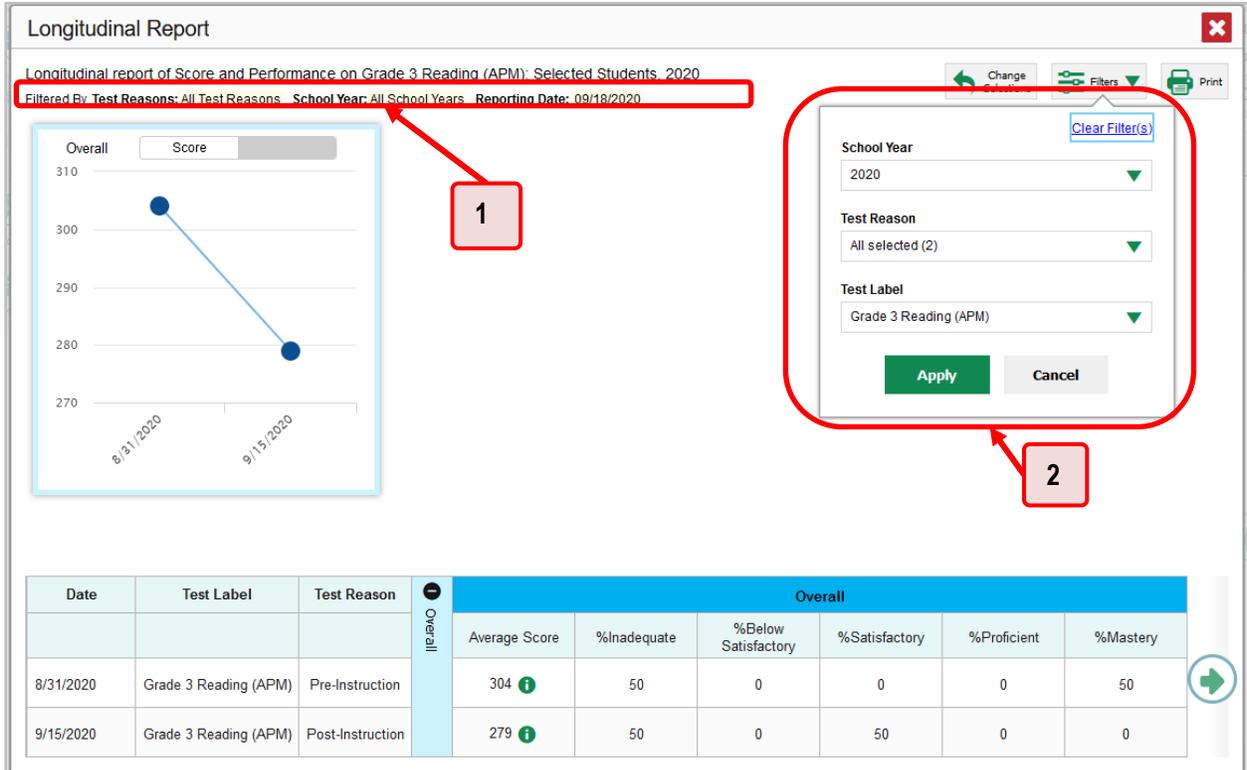


Table 8. Longitudinal Report Window Elements

#	Element
1	Row of filter details below the report header
2	Open filter menu with filters for school year, test reason (category of test or test window), and test label (name)

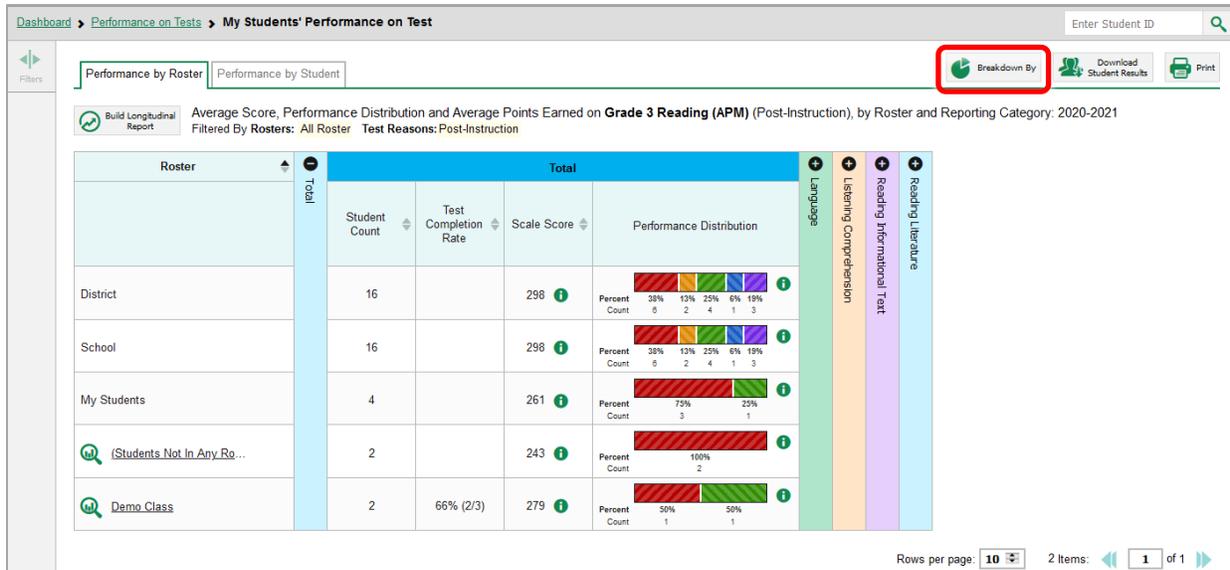
- You may wish to filter by a test reason (a category of test), which means excluding all other test reasons from the data.
 - You may find that certain individual tests are less relevant than others. In that case, you can use the **Test Label** options to deselect the names of the tests you don't want to see.
2. Click **Apply**.
 3. *Optional:* To revert all filters to their defaults, open the **Filters** menu  again and click **Clear Filters**. Click **Apply**.

A row of filter details appears below the report header, as in [Figure 22](#), showing the test reasons included in the report.

How to View Test Results Broken Down by Demographic Sub-Groups

You can use the **Breakdown By** button  at the upper-right corner of an assessment report (see [Figure 23](#)) to compare performance between different demographic sub-groups.

Figure 23. My Students' Performance on Test Report: Performance by Roster Tab



How to View Test Results Broken Down by Demographic Sub-Groups

To view test results broken down by demographic sub-groups, do the following:

1. Click **Breakdown By**  at the upper-right corner (see [Figure 23](#)).

The **Breakdown Attributes** window opens (see [Figure 24](#)).

Figure 24. My Students' Performance on Test Report: Performance by Student Tab: Breakdown Attributes Window

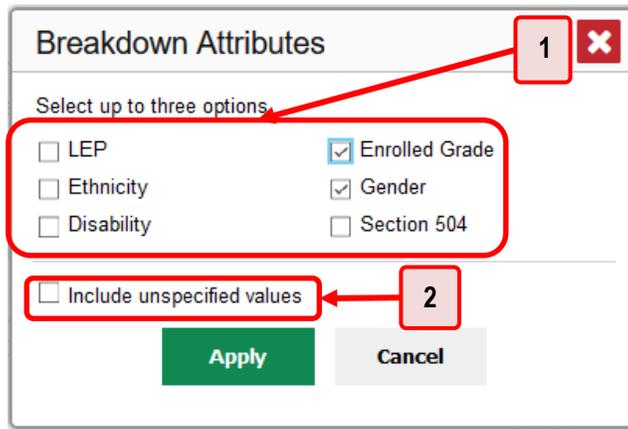


Table 9. Breakdown Attributes Window Elements

#	Element
1	Demographic options
2	Include unspecified values option

2. Select up to three student demographic categories.

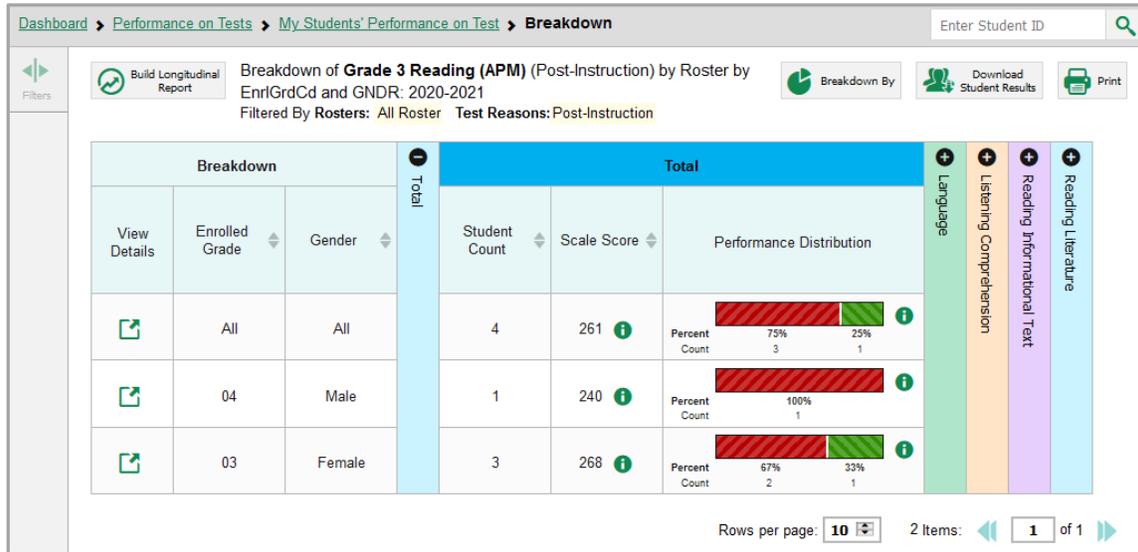
There is also an **Include unspecified values** checkbox, explained below:

- Some students who complete tests do not have specific demographic information in the Test Information Distribution Engine (TIDE). These students are considered to have unspecified values.
- To include data for these students, mark the checkbox.

3. Click **Apply**.

Data for each sub-group selected are displayed in the report (see [Figure 25](#)).

Figure 25. Demographic Breakdown of a My Students' Performance on Test Report

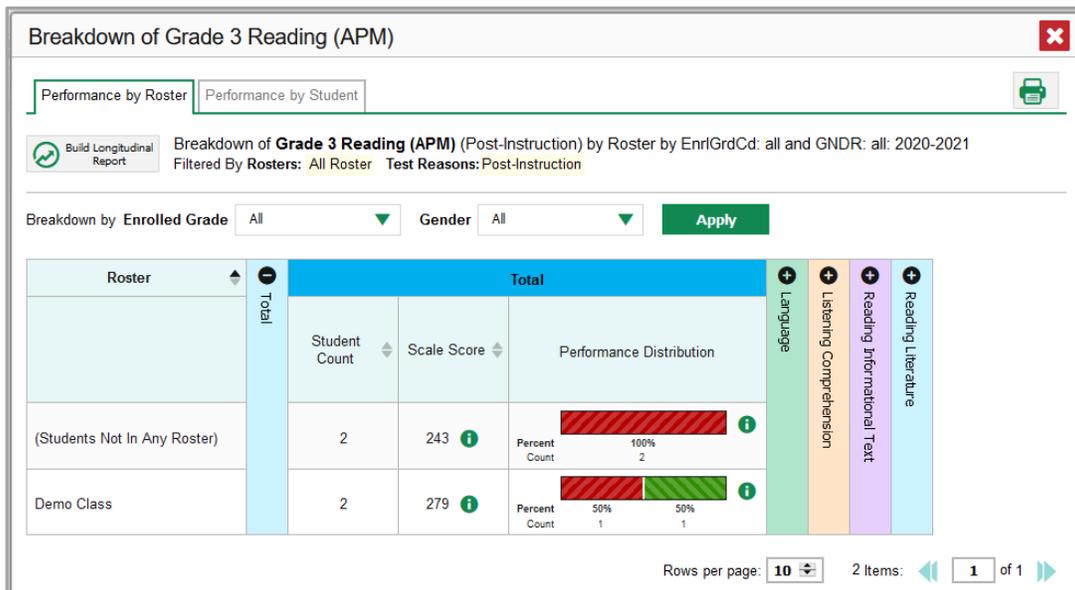


How to View Test Results for a Particular Demographic Sub-Group or Combination

When viewing test results broken down by sub-groups, go to the row for the demographic combination you want to view and click the view button in the View Details column on the left (see [Figure 25](#)).

A window opens, displaying detailed results for that combination. The report table is now laid out the same way as the original report, before you viewed it broken down by sub-groups (see [Figure 26](#)).

Figure 26. Demographic Combination Breakdown Window (from My Students' Performance on Test Report)



At the top of the report table are filter menus for each demographic category you chose. To change the demographic combination displayed, use the filters to select the demographic sub-groups you want to see and click **Apply**. The new combination is displayed.

You can use this window to get an in-depth look at specific groups of students.

How to View Test Results for Individual Students

You can find out how well an individual student understands the material covered on a specific completed assessment. You can also view a report for all the assessments a student has taken.

How to Access Test Results for an Individual Student on a Particular Test

Teachers and school-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).
2. Click a test name (or  beside it) in the table of assessments. A page of test results appears.
3. Select the **Performance by Student** tab.
4. Click the name of an individual student (or  beside it) in the report. The Student Performance on Test report appears (see [Figure 27](#)).

District-level users:

1. From the dashboard that appears when you log in, click a test group name (or  beside it).

APM/FCLE-Reporting User Guide

2. Click a test name (or  beside it) in the table of assessments. A page of test results by school appears.
3. Click a school name (or  beside it). The School Performance on Test report appears.
4. Perform the same steps as teachers and school-level users, starting at step 3.

Figure 27. Teacher View: Student Performance on Test Report

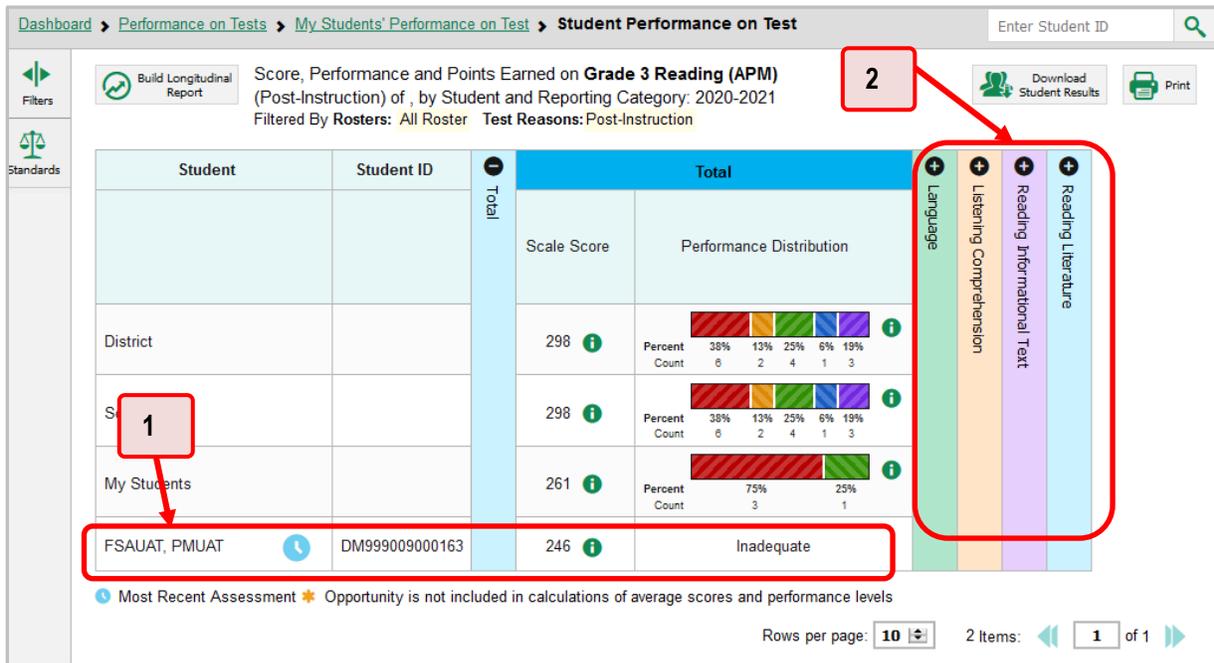


Table 10. Teacher View: Student Performance on Test Report Elements

#	Element
1	Row of data for the student
2	Reporting category section bars (click to expand)

You can view the student’s performance in each area of the test using the reporting category sections, which you can click to expand (see [Figure 27](#)).

How to View a Report for All the Assessments a Student Has Completed Over Time

The Student Portfolio Report allows you to view all the assessments an individual student has completed over time. This is useful for viewing performance on tests that have multiple opportunities, and for tests that were administered multiple times throughout the year.

To access this report, enter the student's FLEID in the search field in the upper-right corner and click  (see [Figure 28](#)). The Student Portfolio Report FLE appears (see [Figure 29](#)).

Figure 28. Teacher View: Performance on Tests Report

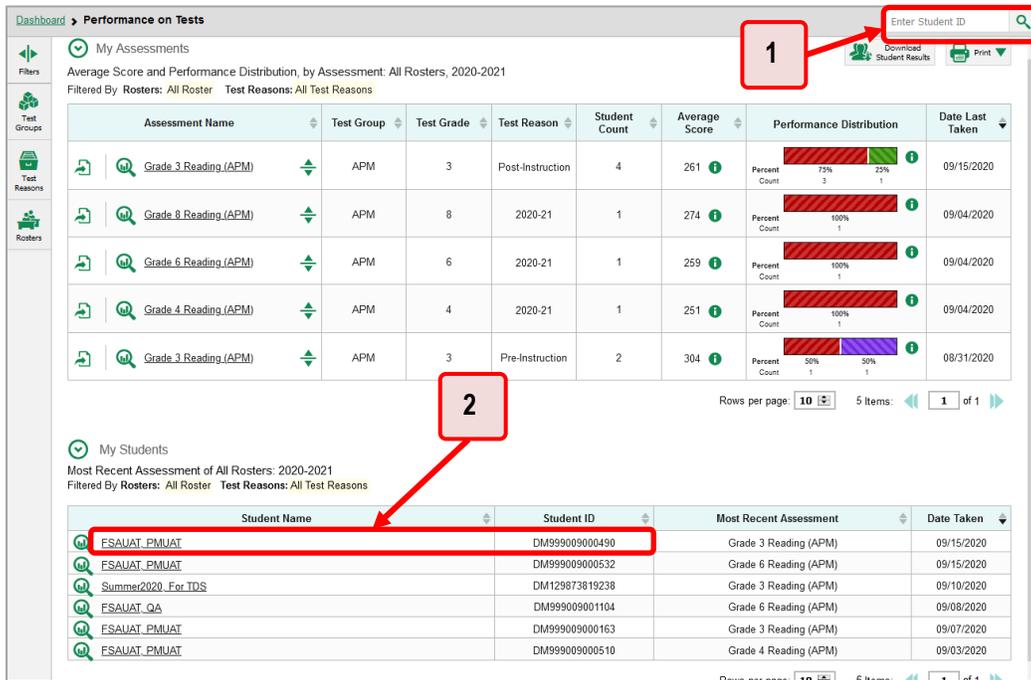
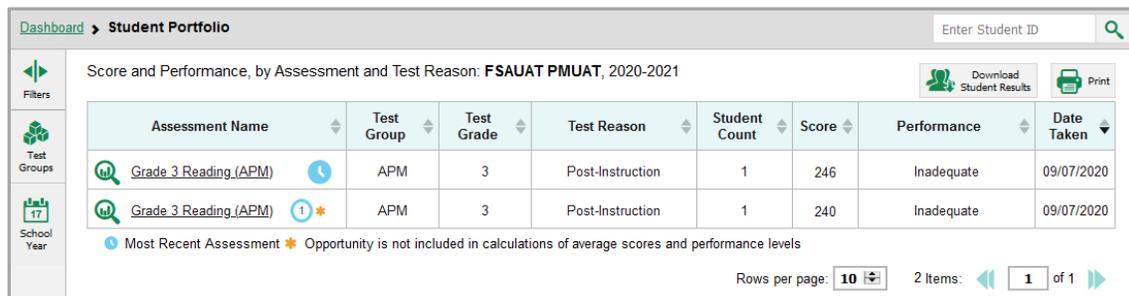


Table 11. Teacher View: Performance on Tests Report Elements

#	Element
1	Search field for FLEID
2	Student name and FLEID

Teachers can also access this report from the Performance on Tests report by going to the My Students table below the main assessments table and clicking a student's name (or  beside it), also shown in [Figure 28](#).

Figure 29. Student Portfolio Report



To view individual test results for this student, click a test name (or  beside it).

How to Use the Student Portfolio Report to View Only the Tests You're Interested In

You can temporarily filter which tests you want to see in the Student Portfolio Report. You may want to do this, for example, if you are an ELA teacher and you don't want to see a student's math or Civic Literacy scores. By default, the data for those math or Civic Literacy assessments appear in the report, but you can exclude them.

Figure 30. Student Portfolio Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Score	Performance	Date Taken
Grade 5 Reading (APM)	APM	3	Post-Instruction	1	246	Inadequate	09/07/2020
Grade 5 Reading (APM)	APM	3	Post-Instruction	1	240	Inadequate	09/07/2020

Table 12. Student Portfolio Report Elements

#	Element
1	Button to expand the Filters panel
2	Button to expand Filters panel and Test Group options

1. In the **Filters** panel on the left side of the Student Portfolio Report (see [Figure 30](#)), click either the expand button  or the **Test Group** button . The **Filters** panel expands (see [Figure 31](#)).

Figure 31. Student Portfolio Report with Expanded Filters Panel

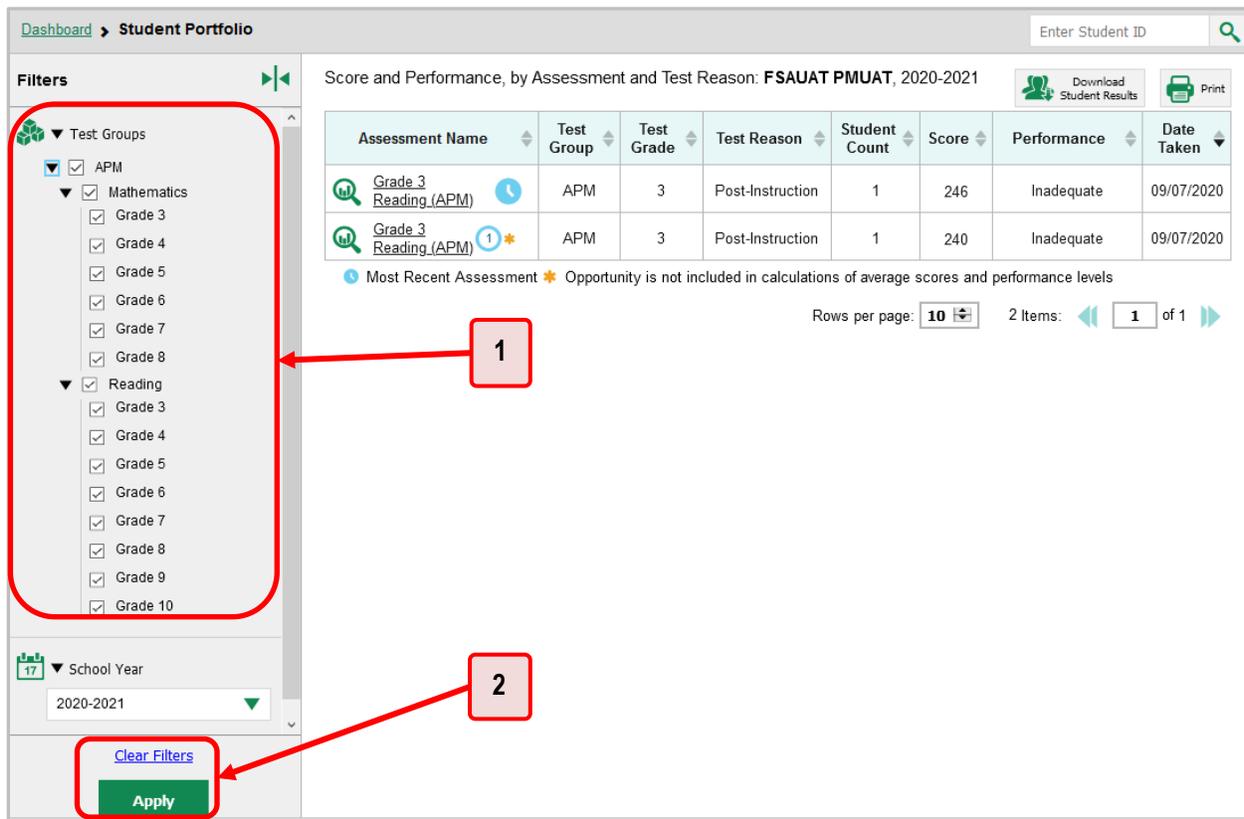


Table 13. Student Portfolio Report Elements

#	Element
1	Test Group options (all selected)
2	Apply button and Clear Filters

2. Mark as many selections as you like in the **Test Group** section of the **Filters** panel. Tests are organized by test type, subject, and grade.
3. Click **Apply**. The Student Portfolio Report updates to show only data for those tests.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

How to Use Individual Student Reports (ISR)

This section discusses Individual Student Reports (ISR), which provide easy-to-read performance data on a particular test. If a student took tests multiple times, an ISR will be available for each test opportunity the student took. ISRs are useful for sharing performance information with students and their parents and guardians.

What an Individual Student Report (ISR) Looks Like and How to Read It

An ISR is a PDF that displays test results for a test opportunity that a student took. It may consist of a single page or multiple pages. ISR layouts vary according to the type of test. Details of sample ISRs are shown below in [Figure 32](#), [Figure 33](#), [Figure 34](#), and [Figure 35](#).

- At the top of each ISR is the student name and FLEID, date of birth, enrolled grade, district, school name, and the date the test was taken.
- Below that is a summary of the student’s performance. An ISR for an APM test displays the student’s performance on a vertical scale that includes all the cut scores and performance levels.
- Each ISR includes a comparison table showing the average performance of the district and/or school.
- ISRs include a table detailing the student’s performance in each reporting category (as in [Figure 33](#)).
- Some ISRs include item-level data, including content statements (as in [Figure 34](#)).
- Some ISRs include longitudinal graphs (as in [Figure 35](#))

Figure 32. Detail of ISR: APM Reading Test

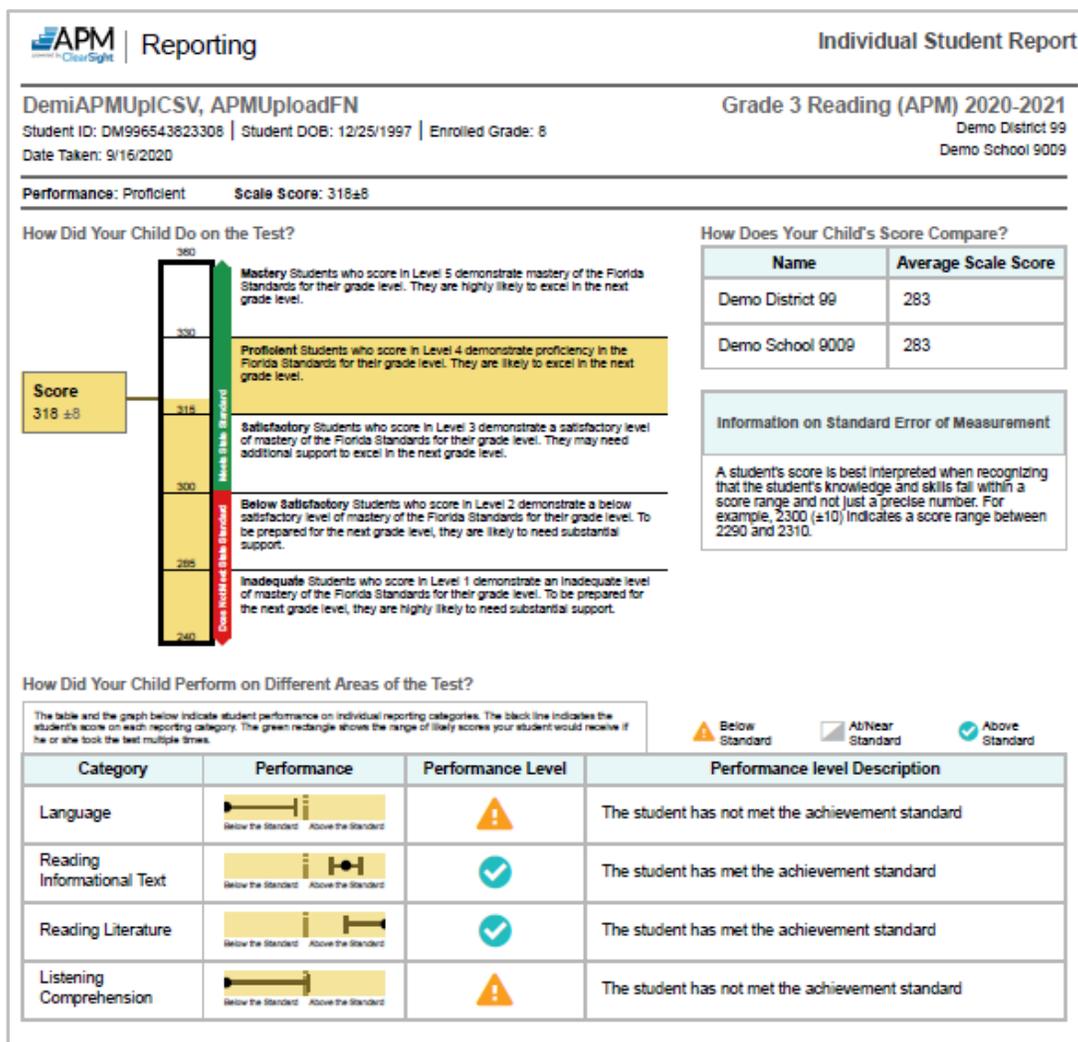


Figure 33. Detail of ISR: APM Reading with Reporting Categories

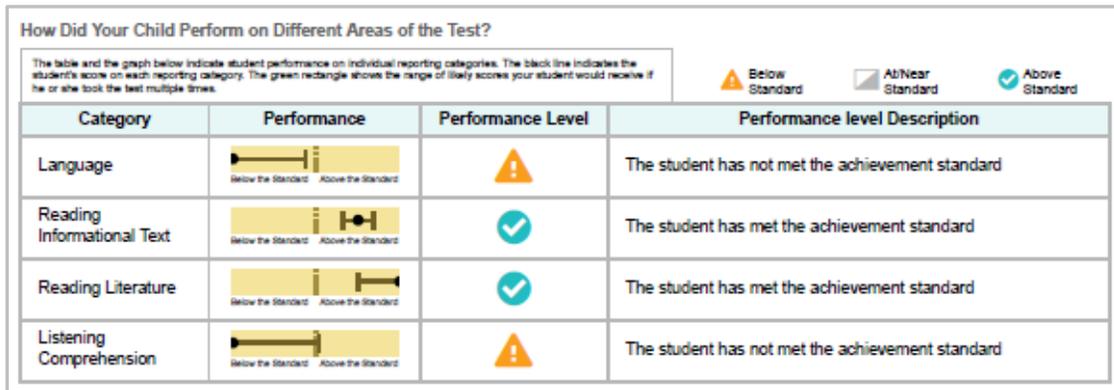


Figure 34. Detail of ISR: APM Reading with Item and Standard Level Data

Reading Standards for Informational Text		
Item #	Standard	Points
1	Determine the meaning of general academic and domain-specific words and phrases in a text relevant to a grade 3 topic or subject area.	1/1
2	Distinguish their own point of view from that of the author of a text.	1/1
3	Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.	1/1
4	Determine the meaning of general academic and domain-specific words and phrases in a text relevant to a grade 3 topic or subject area.	1/1
5	Describe the relationship between a series of historical events, scientific ideas or concepts, or steps in technical procedures in a text, using language that pertains to time, sequence, and cause/effect.	2/2
6	Use information gained from illustrations (e.g., maps, photographs) and the words in a text to demonstrate understanding of the text (e.g., where, when, why, and how key events occur).	1/1
7	Describe the relationship between a series of historical events, scientific ideas or concepts, or steps in technical procedures in a text, using language that pertains to time, sequence, and cause/effect.	1/1
9	Distinguish their own point of view from that of the author of a text.	2/2
19	Use text features and search tools (e.g., key words, sidebars, hyperlinks) to locate information relevant to a given topic efficiently.	1/1
20	Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.	1/1
21	Determine the main idea of a text; recount the key details and explain how they support the main idea.	1/1
22	Distinguish their own point of view from that of the author of a text.	0/1
25	Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.	0/1
26	Determine the meaning of general academic and domain-specific words and phrases in a text relevant to a grade 3 topic or subject area.	0/1
27	Compare and contrast the most important points and key details presented in two texts on the same topic.	0/2

Reading Standards for Literature		
Item #	Standard	Points
10	Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.	1/1
11	Describe characters in a story (e.g., their traits, motivations, or feelings) and explain how their actions contribute to the sequence of events.	1/1
12	Describe characters in a story (e.g., their traits, motivations, or feelings) and explain how their actions contribute to the sequence of events.	1/1
13	Determine the meaning of words and phrases as they are used in a text, distinguishing literal from nonliteral language.	1/1
14	Determine the meaning of words and phrases as they are used in a text, distinguishing literal from nonliteral language.	1/1
15	Distinguish their own point of view from that of the narrator or those of the characters.	1/1
17	Recount stories, including fables, folktales, and myths from diverse cultures; determine the central message, lesson, or moral and explain how it is conveyed through key details in the text.	1/1
18	Ask and answer questions to demonstrate understanding of a text, referring explicitly to the text as the basis for the answers.	1/1

Figure 35. Detail of ISR: APM Reading with Longitudinal Graph



How to Generate and Export Individual Student Reports (ISR)

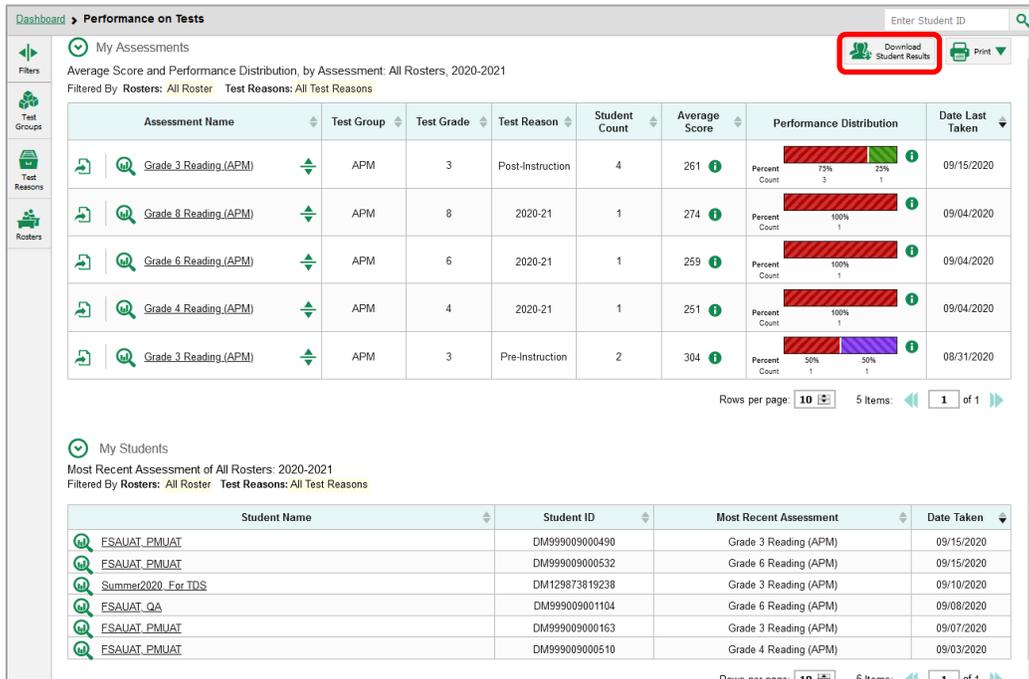
To generate and export an Individual Student Report (ISR) for a test opportunity use the Student Results Generator. Each ISR shows a student's overall performance on his or her test plus a breakdown of performance by reporting category. You can select any combination of test reasons, assessments, and students in order to generate either a single ISR or multiple ISRs at once.

You may want to use the Student Results Generator to simultaneously print large numbers of ISRs.

ISRs can be generated from almost any Reporting page.

1. Click the **Download Student Results** button  in the upper-right corner of the page (see [Figure 36](#)).

Figure 36. Teacher View: Performance on Tests Report



The **Student Results Generator** window opens ([Figure 37](#)).

Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

2. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - a. In the **Select Test Reasons** section (Figure 37), mark the checkbox for each test reason you want to include in the report, or mark **All Test Reasons**. Test reasons are categories for tests.

Figure 37. Student Results Generator Window: Select Test Reasons Section

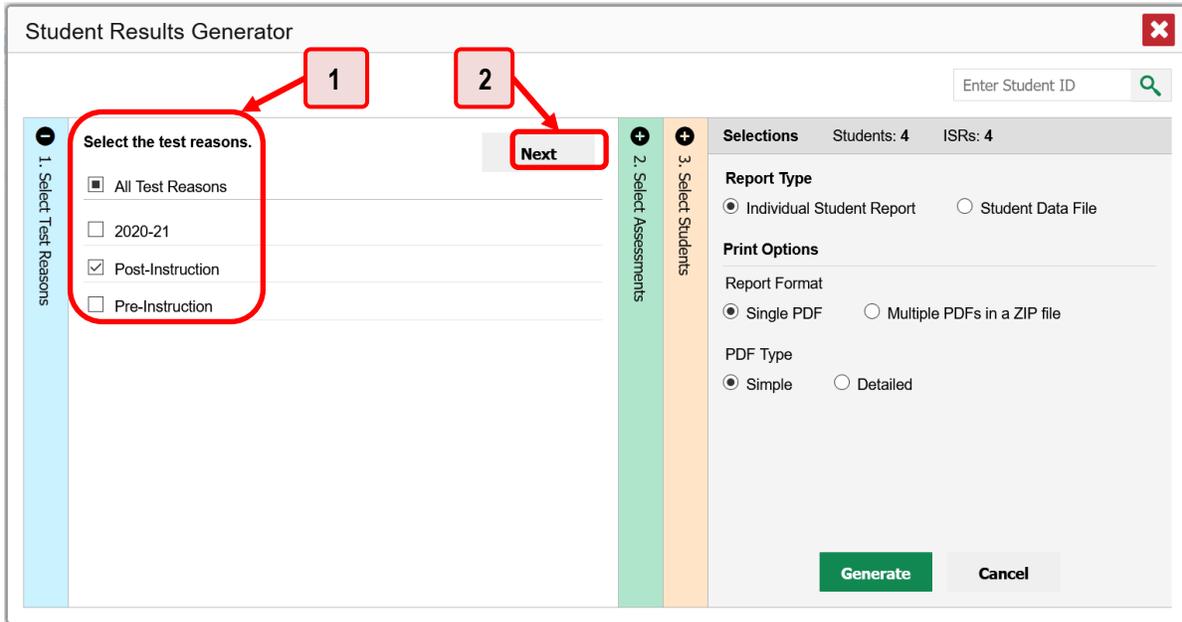


Table 14. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons (categories), some of which are selected
2	Button to proceed to next section (Select Assessments)

- b. The **Select Assessments** section (Figure 38) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report or mark **All Subjects**.

Figure 38. Student Results Generator Window: Select Assessments Section

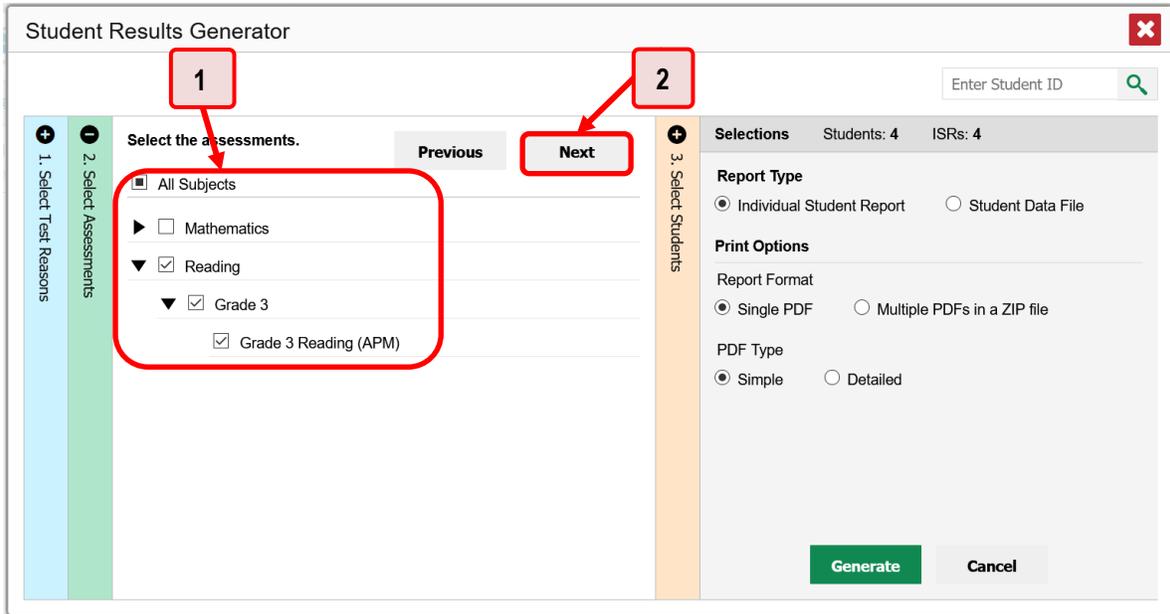


Table 15. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of subjects, grades, and tests, one test of which is selected
2	Button to proceed to next section (Select Students)

- c. The **Select Students** section (Figure 39) contains a list of rosters (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, rosters, and/or individual students you want to include in the ISRs.
 - Sometimes the list of students is truncated. You can display the entire list by clicking **Click to Load More**.
 - Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
 - To search for a particular student, enter their FLEID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 39. Teacher View: Student Results Generator Window: Select Students Section

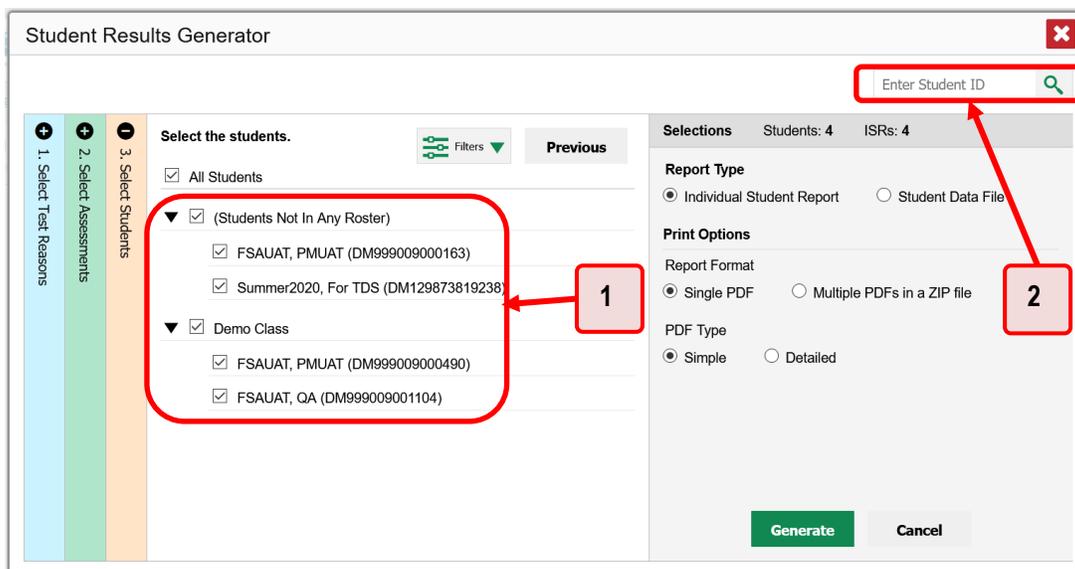


Table 16. Student Results Generator Window: Select Students Elements

#	Element
1	List of rosters and students (all selected)
2	Search field for FLEID

The *Selections* section displays a count indicating the total number of students for whom ISRs will be generated.

- d. *Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
 - i. Open the **Filters** menu . The menu displays two date fields, as in [Figure 40](#).
 - ii. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
 - iii. Click **Apply**. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.
 - iv. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 40. School-Level User View: Student Results Generator Window: Select Students Section with Filter Menu Open

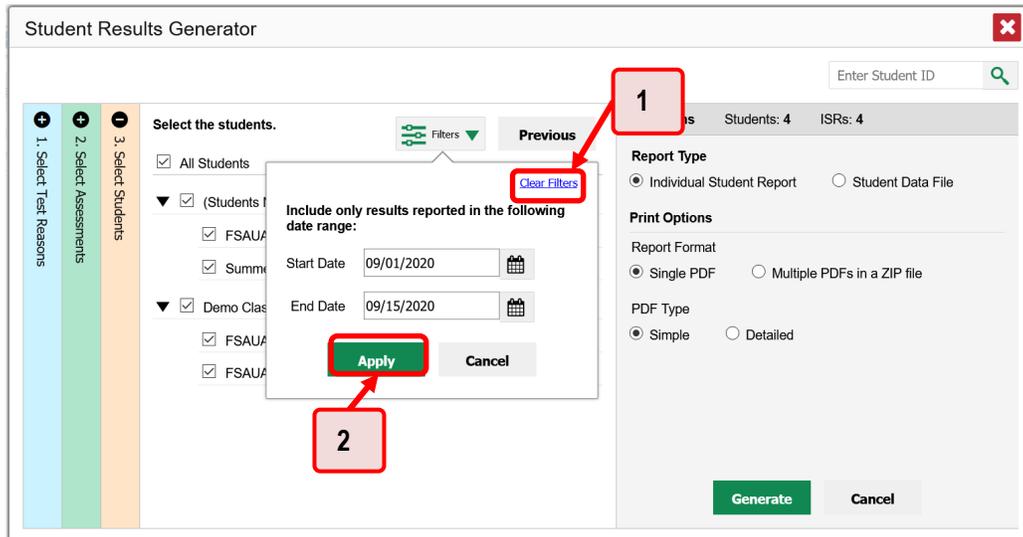


Table 17. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Clear Filters
2	Apply button

- From the two Report Type options in the panel on the right, select the option for ISRs. The *Selections* section shows the number of ISRs to be generated, and more options appear below (see [Figure 41](#)).

Figure 41. School-Level User View: Student Results Generator Window: Select Students Section

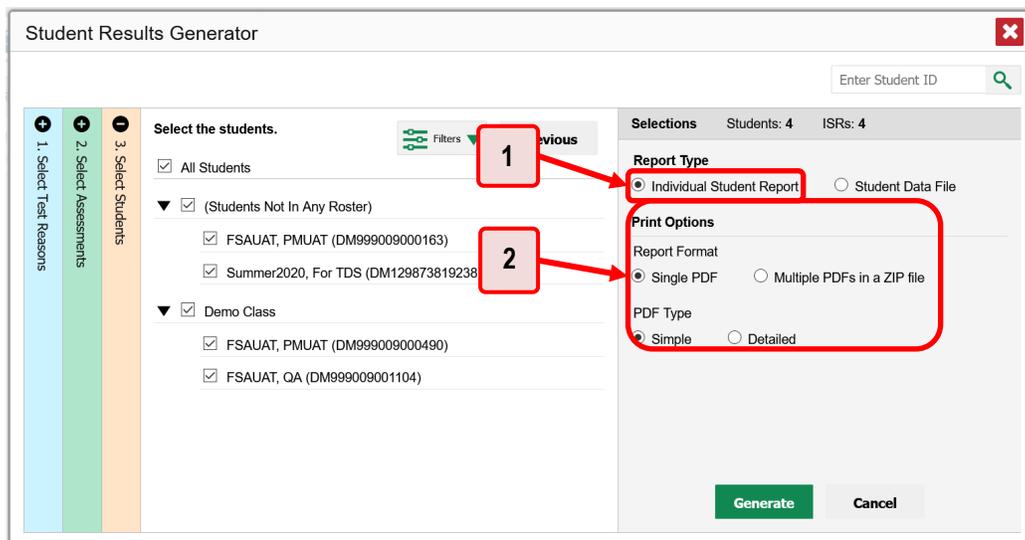


Table 18. School-Level User View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Individual Student Report option (selected)
2	Options for your ISR files

- If you're generating multiple ISRs, then under Report Format, choose either a single PDF for all the ISRs, or a ZIP file containing a separate PDF for each one. If you select **Single PDF**, the Student Results Generator may nonetheless create a ZIP file of multiple PDFs depending on the number of schools, grades, and opportunities included.
- Under PDF Type, select either a simple or a detailed PDF.
- Click **Generate**. Once ISR generation is finished, the Inbox contains the new ISR(s) available for download.

Note that if a student took a test multiple times with different test reasons, an ISR will be generated for each test opportunity. If a student took a test multiple times with the same test reason, only the most recent test opportunity will be included. You can create an ISR for an older test opportunity by navigating directly to the report for that opportunity. Older test opportunities are marked with numbers ① in reports, starting with the earliest.

How to Generate and Export Student Data Files

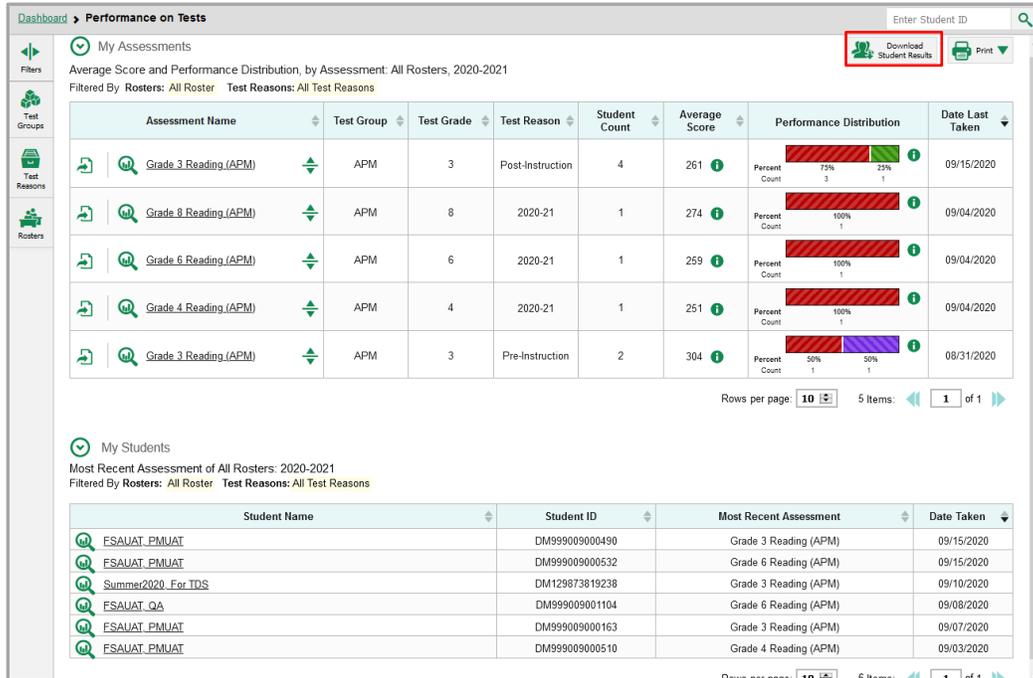
This section discusses student data files, which are useful for analysis.

To generate and export a student data file for a student, use the Student Results Generator. You can select any combination of test reasons, assessments, and students in order to generate and export the files.

You can generate student data files from almost any report page.

1. Click the **Download Student Results** button  in the upper-right corner of the page.

Figure 42. Teacher View: Performance on Tests Report



2. The **Student Results Generator** window opens (see [Figure 43](#)).

Depending on what page you open the Student Results Generator from, the options available to you may be prepopulated or preselected. (The filters applied to the page have no effect, however.) You can change the selections.

3. Starting at the left, click the section bars to expand the sections or use the **Next** and **Previous** buttons to navigate them. Within each section you must make selections: first test reasons, then assessments, then students.
 - a. In the **Select Test Reasons** section (see [Figure 43](#)), mark the checkbox for each test reason you want to include in the results, or mark **All Test Reasons**. Test reasons are categories of tests.

Figure 43. Student Results Generator Window: Select Test Reasons Section

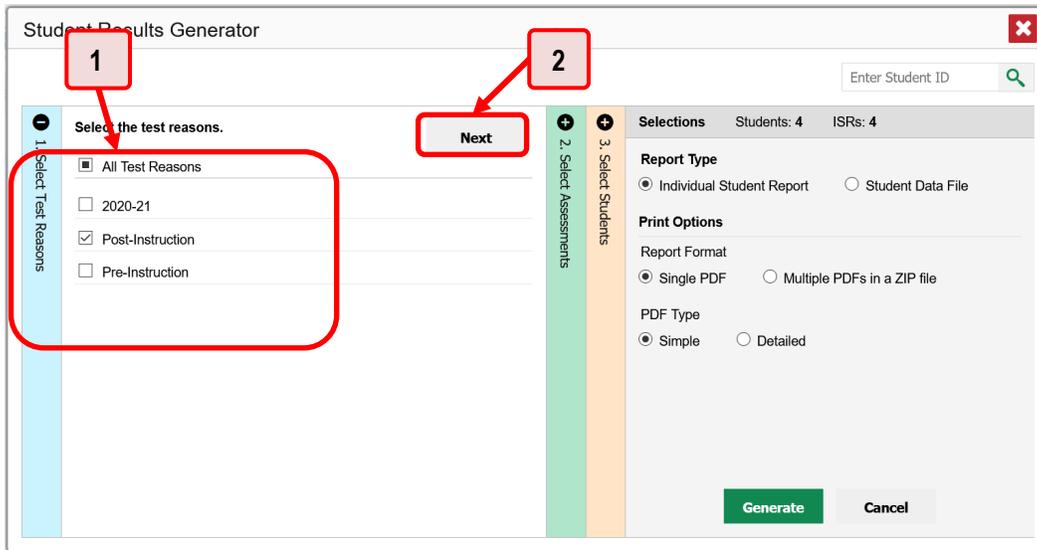


Table 19. Student Results Generator Window: Select Test Reasons Section Elements

#	Element
1	List of test reasons (test categories), some of which are selected
2	Button to proceed to next section (Select Assessments)

The expandable sections to the right are now populated with only the tests and students available for your test reason selections.

- b. The **Select Assessments** section (see [Figure 44](#)) groups tests by subject and grade. Mark the checkboxes beside the tests or groups of tests you want to include in the report or mark **All Subjects**.

Figure 44. Student Results Generator Window: Select Assessments Section

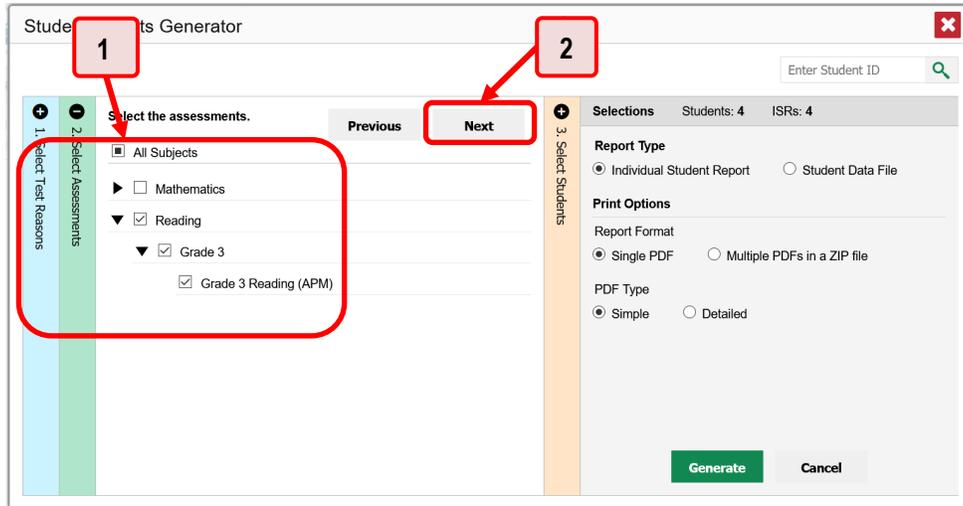


Table 20. Student Results Generator Window: Select Assessments Elements

#	Element
1	List of subjects, grades, and tests, some of which are selected
2	Button to proceed to next section (Select Students)

- c. The **Select Students** section (see [Figure 45](#)) contains a list of rosters (if you're a teacher or school-level user) or schools (if you're a district-level user). Mark the checkboxes for the schools, rosters, and/or individual students you want to include in the results.
 - Sometimes a list of students is truncated. You can display the entire list by clicking **Click to Load More**.
 - Marking the checkbox for a student in one roster or school also marks it anywhere else the student appears, and the same goes for clearing the checkbox.
 - To search for a particular student, enter their FLEID in the field at the upper-right corner of the window and click . The student and all their assessments and test reasons are selected, and all your previous selections are cleared.

Figure 45. Teacher View: Student Results Generator Window: Select Students Section

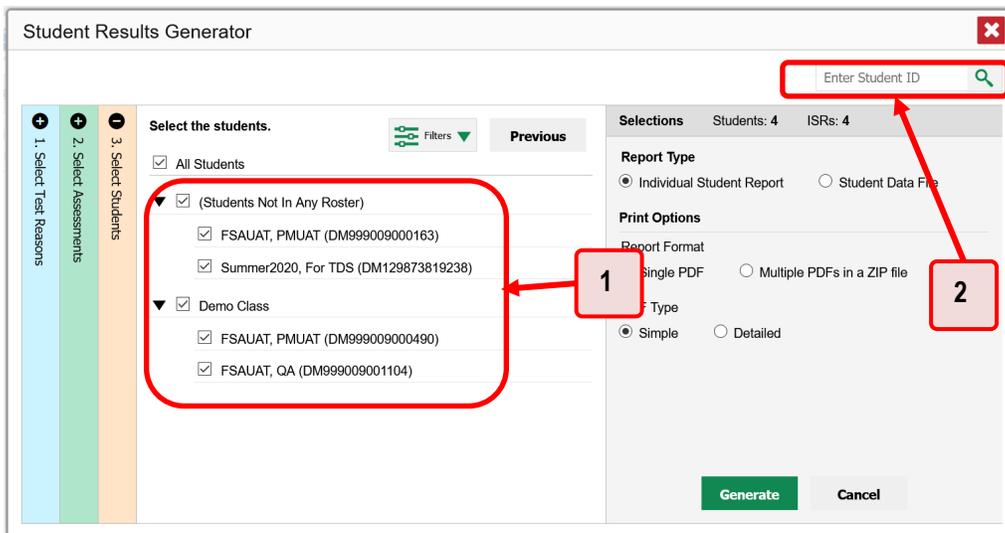


Table 21. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	List of rosters and students (all selected)
2	Search field for FLEID

The *Selections* section displays a count indicating the total number of students for whom student data files will be generated.

- d. *Optional:* To set a range of processing dates for which to generate results, use the filter menu as follows:
 - v. Open the **Filters** menu  (see [Figure 46](#)). The menu displays two date fields.
 - vi. Use the calendar tools to select dates or enter them in the format mm/dd/yyyy.
 - vii. Click **Apply**. The results are filtered to include only test opportunities processed by Reporting in that date range. Note that processing date is not always the same as the date a test was taken.
 - viii. *Optional:* To revert to including results for all available dates, reopen the filter menu, click **Clear Filters**, then click **Apply**.

Figure 46. Teacher View: Student Results Generator Window: Select Students Section with Filter Menu Open

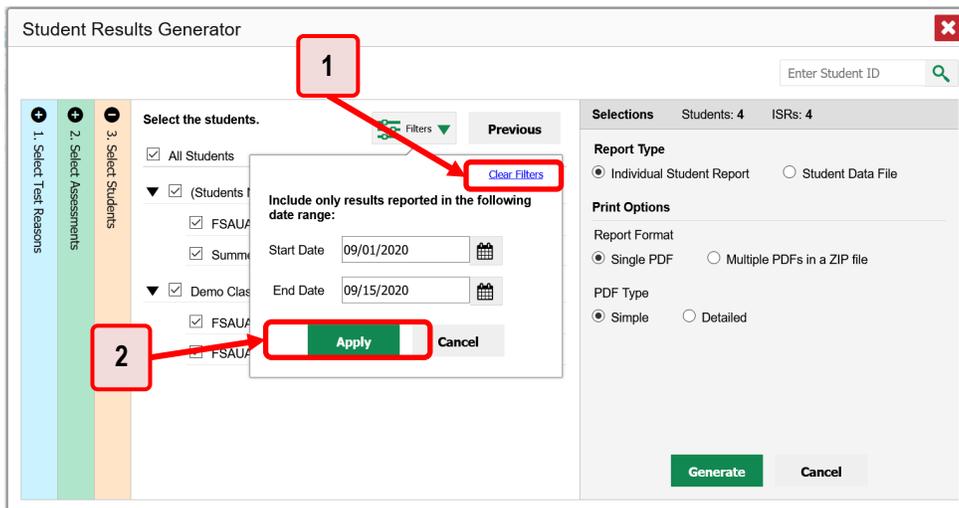


Table 22. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Clear Filters
2	Apply button

- From the two Report Type options in the panel on the right (see [Figure 47](#)), select **Student Data File**. More options appear below.

Figure 47. Teacher View: Student Results Generator Window: Select Students Section

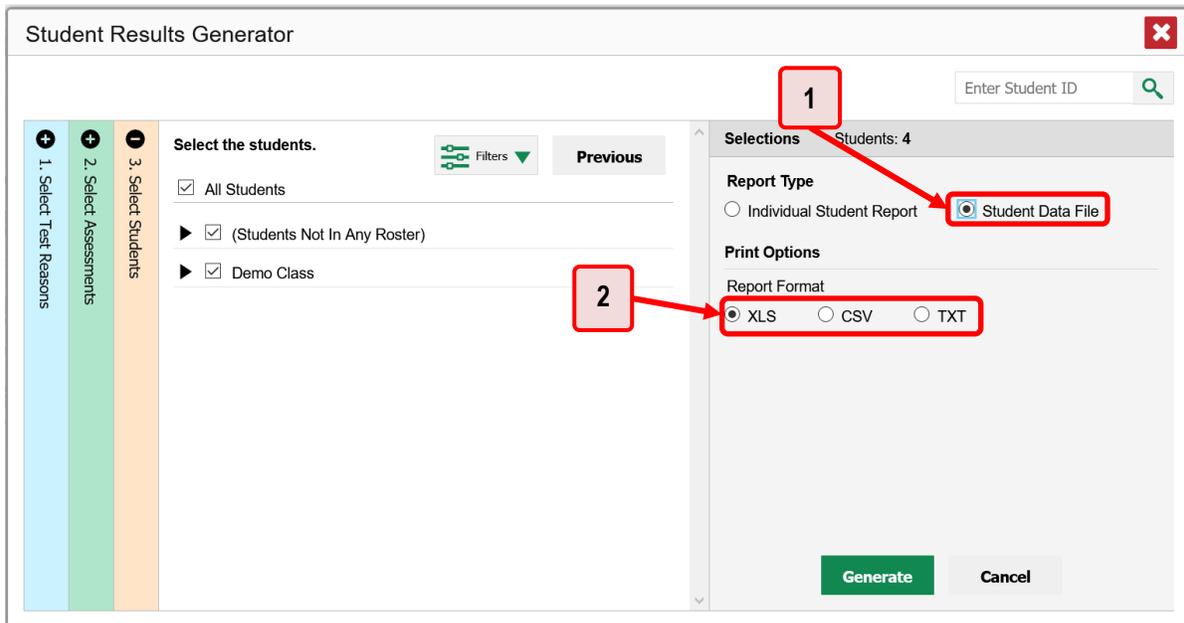


Table 23. Teacher View: Student Results Generator Window: Select Students Section Elements

#	Element
1	Student Data File option (selected)
2	Report Format options

- Under Report Format, select **XLS** (Excel .xlsx), **CSV** (comma-separated values), or **TXT** (tab-delimited text).
- Click **Generate**. Once data file generation is finished, the Inbox contains the new student data file available for download.

Note that if a student took a test multiple times, the files will include each test opportunity.

How to Compare Students' Data with Data for Your District, School, and/or Total Students

In the Performance on Tests report you can access performance data for your district, school, and/or total students.

How to Compare All Your Students' Performance on Any Test with Larger Groups

In the Performance on Tests report (see [Figure 48](#)), click  to the right of a test name.

Figure 48. Teacher View: Performance on Tests Report

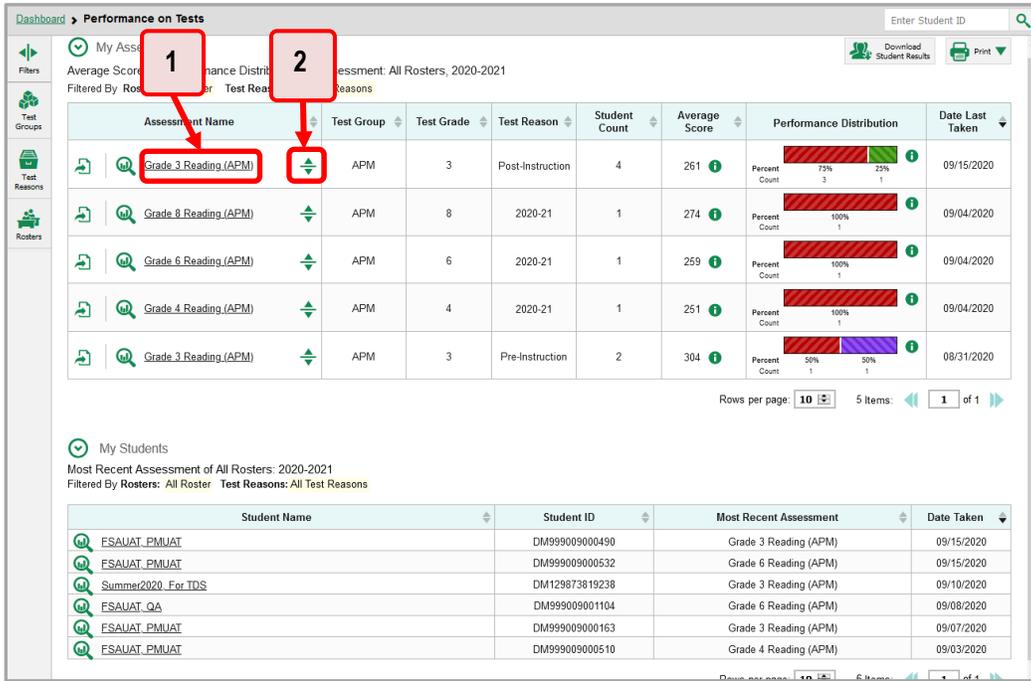


Table 24. Teacher View: Performance on Tests Report Elements

#	Element
1	Test name
2	Button to show comparisons for this test

Rows containing data for the district and/or school appear below, as in [Figure 49](#).

Figure 49. Teacher View: Performance on Tests Report with Expanded Comparison Rows

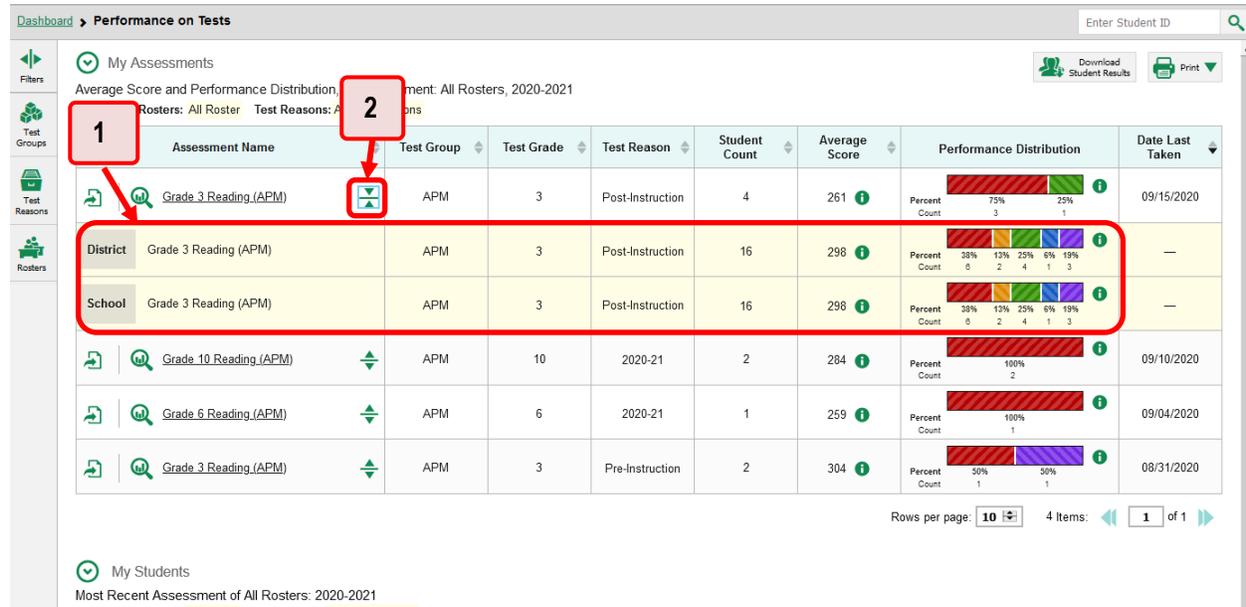


Table 25. Teacher View: Performance on Tests Report Elements

#	Element
1	Expanded comparison rows for district and school
2	Button to hide comparisons for this test

To hide the comparison rows, click to the right of the test name.

How to Access Item-Level Data



Note: This feature is not available for the Florida Civic Literacy Exam.

APM assessments contain non-secure, non-public items. Reports for individual APM tests may include the following:

- Item-level data.
- Access to the items themselves.
- Access to student responses to the items.

To access item level data for a student, you can take the following steps:

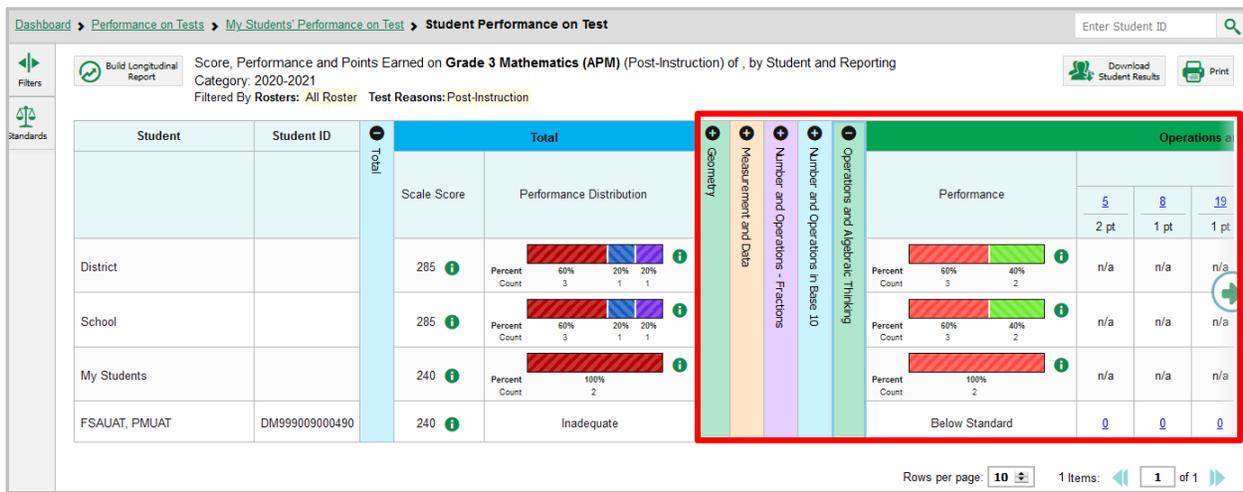
1. Navigate to the School Performance on Test screen (for district- and school-level users) or the My Students’ Performance on Test screen (for teacher level users).
2. Go to the **Performance by Student** tab.

- Click on the magnifying glass button  beside the student you wish to view item scores for. This will take you to the **Student Performance on Test** screen.
- Expand the vertical reporting category sections to view the items within each reporting category.

How to View Item Scores

To expand sections containing item data, click the vertical section bars as in [Figure 50](#).

Figure 50. Student Performance on Test Report



How to View an Item

You can view the actual items themselves, along with student responses to those items.

Figure 51. Student Performance on Test Report

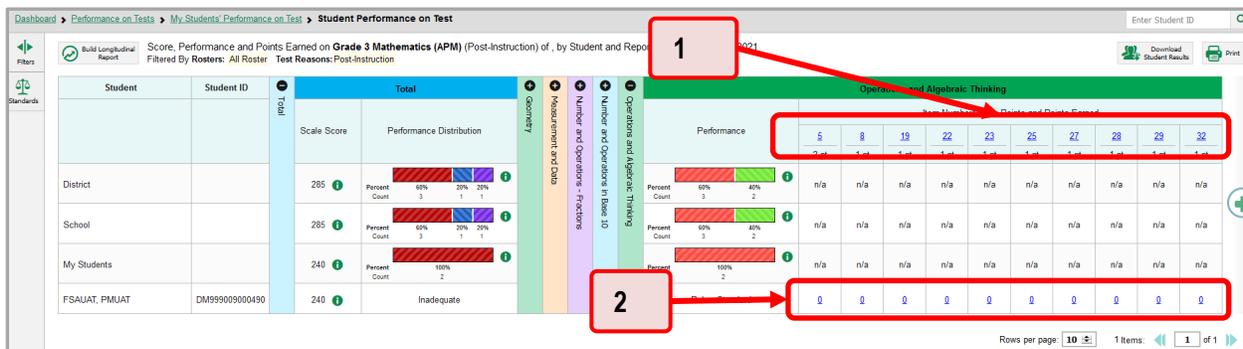


Table 26. Student Performance on Test Report: Elements

#	Element
1	Item number (click to view item without student response)
2	Item score for a particular student (click to view item with student response)

Do either of the following (see [Figure 51](#)):

- To view the item in a blank state, click the item number in the first row of the report table.
- To view the student’s response to the item, click the score the student obtained on that item.

The **Item View** window appears (see [Figure 52](#)). It contains an **Item & Score** tab and a **Rubric & Resources** tab. A banner at the top of the window displays the item’s number and score (when the item includes the student’s response). The **Item & Score** tab shows the item and may include a particular student’s response.

Figure 52. Item View Window: Item & Score Tab with Student Response

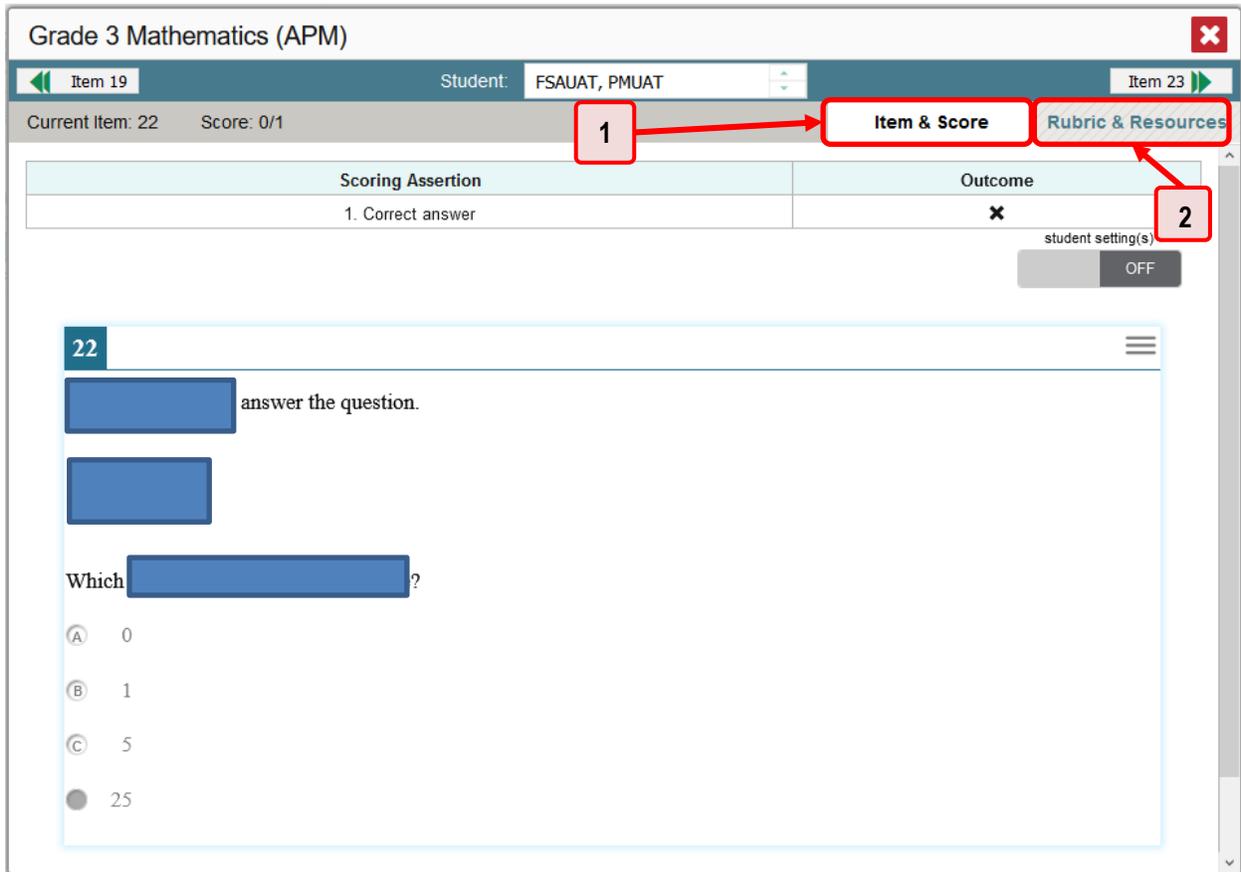


Table 27. Item View Window Elements

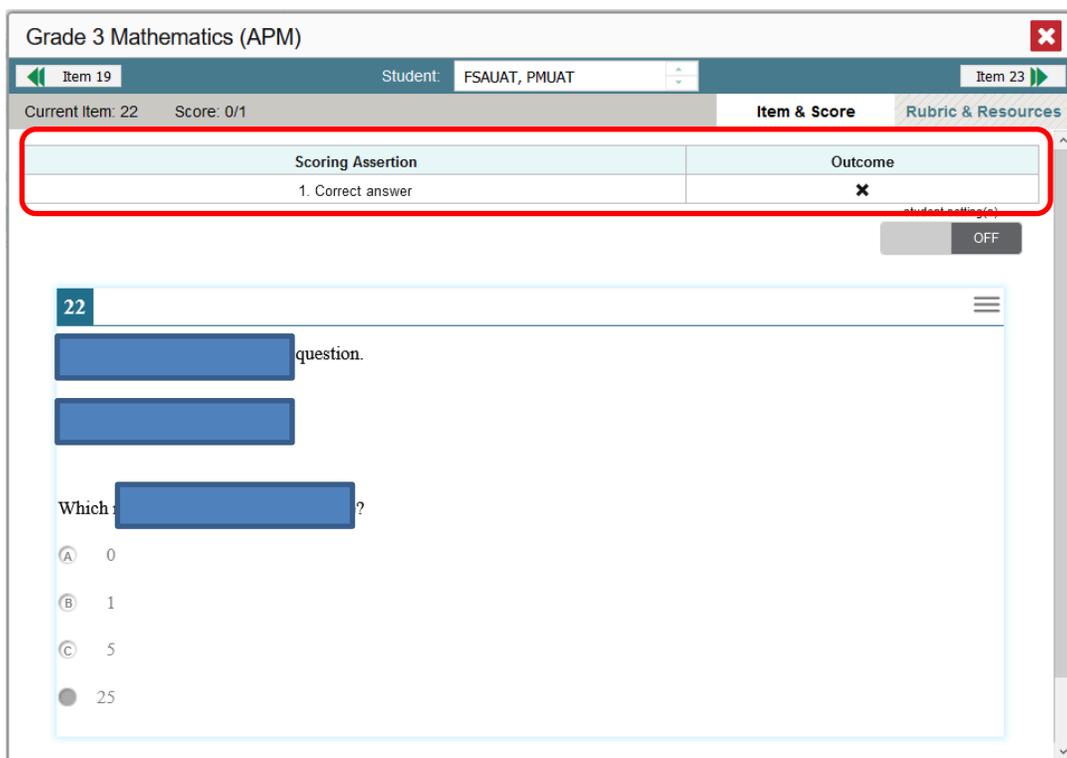
#	Element
1	Item & Score tab (selected)
2	Rubric & Resources tab

The **Item & Score** tab may include the following sections-

Scoring Assertion: Each scoring assertion contains both a statement that provides information about what the student did in his or her response, and the content knowledge, skill, or ability that is evidenced by his or her response. When you're viewing a student's response and the item has scoring assertions, the Scoring Assertion table appears, listing each assertion and outcome (see [Figure 53](#)).

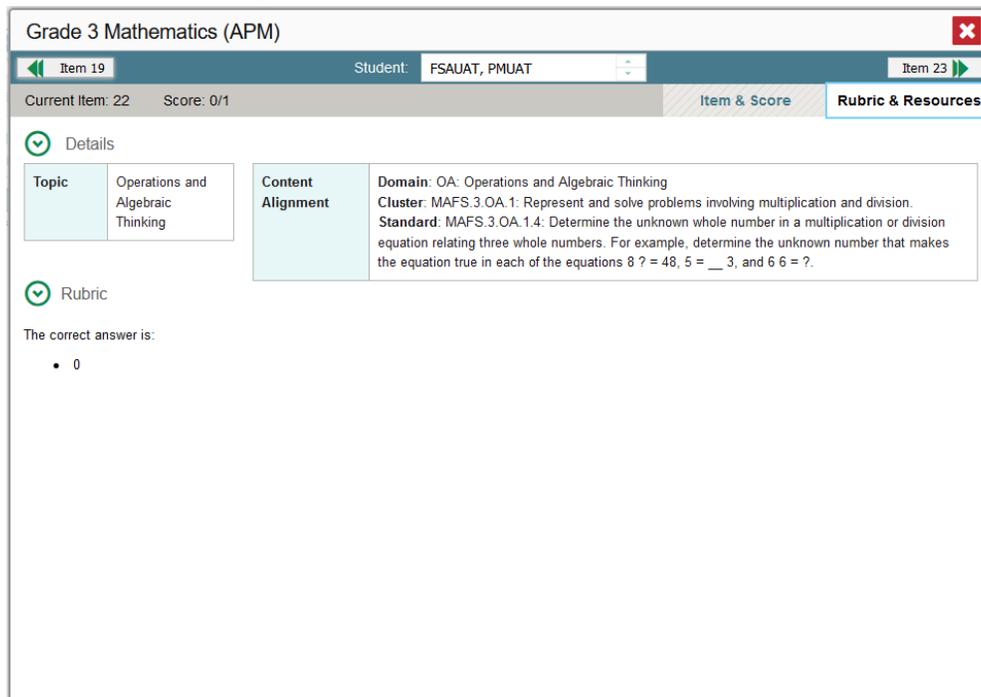
- **Item:** Displays the item as it appeared on the assessment in the Student Testing Site. For items associated with a passage, the passage also appears.

Figure 53. Item View Window: Item & Score Tab with Student Response and Scoring Assertion Table



The **Rubric & Resources** tab (see [Figure 54](#)) includes the following sections, which you can expand and collapse by clicking  and , respectively.

Figure 54. Item View Window: Rubric & Resources Tab



- **Details:**
 - **Topic:** Skill area to which the item belongs.
 - **Content Alignment:** Describes the content strand and content statement for the item.
- **Rubric:** Displays the criteria used to score the item.

How to View Items with and Without the Students' Visual Settings

When viewing items with students' responses, you may or may not want to see the items exactly the way the students saw them on the test. For example, some students' tests are set to use large fonts or different color contrasts.

1. Click the **My Settings** menu in the banner and select **Set Student Setting on Item View** (see [Figure 55](#)). The **Set Student Setting on Item View** window appears (see [Figure 56](#)).

Figure 55. Detail of Banner with Expanded My Settings Menu

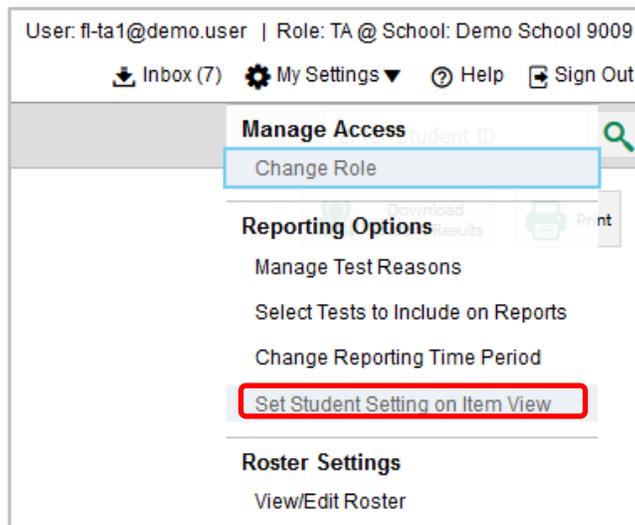
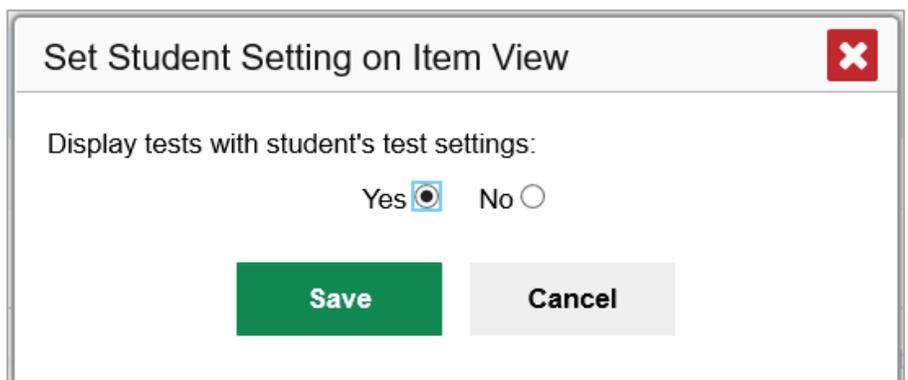


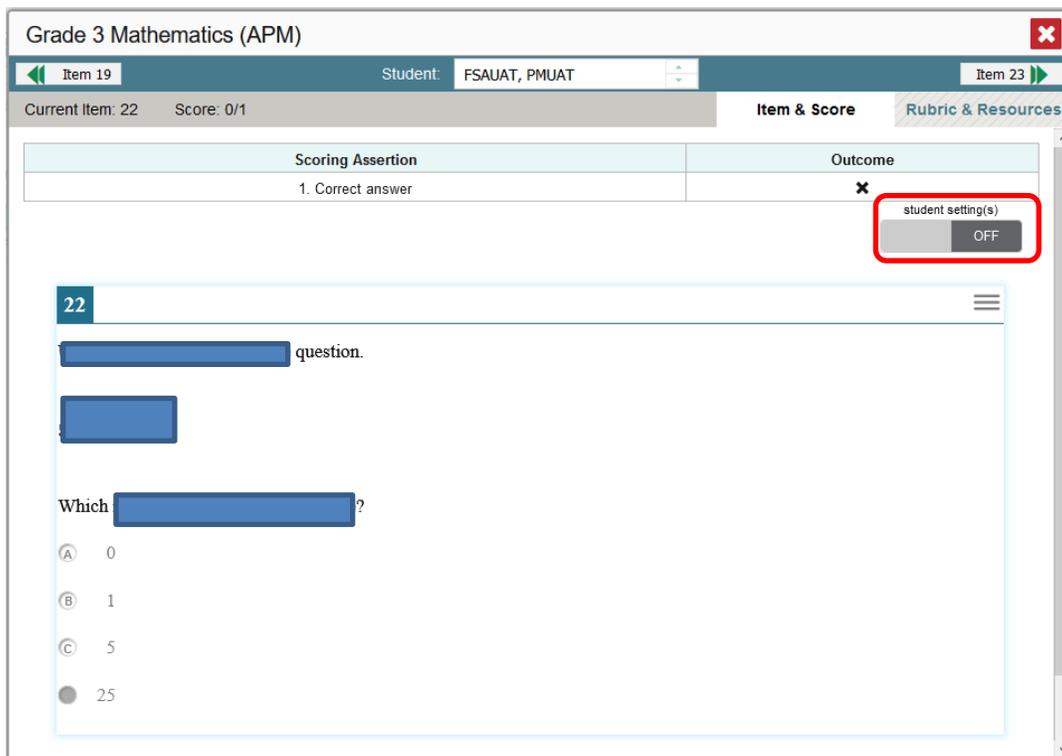
Figure 56. Set Student Setting on Item View Window



2. Select **Yes** to show students' visual settings on all items or **No** to hide them.
3. Click **Save**.

You can also show or hide visual settings on a per-item basis. To do so, click the toggle at the upper right of the item you're viewing (see [Figure 57](#)). This action has no effect on your global setting.

Figure 57. Item View Window: Item & Score Tab with Student Response



What It Means When a Student Response Contains Highlighted Text

When a student's text response contains too much text copied from the item prompt and a condition code of Insufficient Original Text to Score has been applied, the copied portion is automatically highlighted.

What It Means When an Item Score Reads "n/a"

You may sometimes see "n/a" instead of a score for an item. In some cases, the student did not respond to the item.

How to Navigate to Other Items from the Item View Window

Use the buttons   labeled with the previous and next item numbers at the upper corners of the *Item View* window.

How to Set Up Your Reports So They Make Sense

You can set up your reports so it's easier to access the data that are most important to you. For example, as a teacher, you may want to hide certain tests in subjects you don't teach, or you may want to narrow down your reports to a single roster.

This section explains how to make several different adjustments to reports: filtering to show only the tests you're interested in; filtering to show only the rosters you're interested in; and showing only the schools you're interested in.

For Teachers: How to Set Preferences for Tests to Display

If you're a teacher, not only can you filter which tests you want to view, you can also make that type of filter persist after you log out. You may want to do this, for example, if you are an ELA teacher and you don't want to see your students' math or Civic Literacy scores. By default, the data for those math or Civic Literacy assessments appear in your reports.

Once you've set your persistent test preferences, school- and district-level users will have the option of using them too. That means that when you've excluded certain test results from your preferences, they will not see any rosters belonging to you in those test results.

1. Open the **My Settings** menu in the banner and choose **Select Tests to Include on Reports** (see [Figure 58](#)). A window appears, showing tests organized hierarchically by subject, grade, and assessment name (see [Figure 59](#)).

Figure 58. Teacher View: Detail of Banner with Expanded My Settings Menu

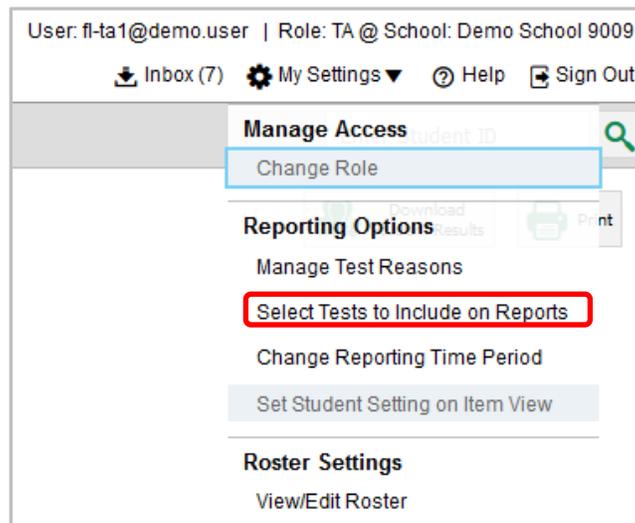


Figure 59. Teacher View: Select Tests to Include on Reports Window

Select the assessments you wish to display on the dashboard.

▼

Mathematics

▼

Grade 3

Grade 3 Mathematics (APM)

▼

Grade 4

Grade 4 Mathematics (APM)

▼

Grade 5

Grade 5 Mathematics (APM)

▼

Grade 6

Grade 6 Mathematics (APM)

▼

Grade 7

2. Select the checkboxes beside the tests or groups of tests you want to display (see [Figure 59](#)).
3. Click **Save & Close** at the upper-right corner of the window.

For School- and District-Level Users: How to Set Preferences for Rosters to Display

School- and district-level users can narrow down their data based on roster by using the teachers' preferences setting.

For example, suppose a math roster belongs to a math teacher who has excluded Reading tests from their reports. By using teacher preferences, you can view a set of Reading test results without that math teacher's roster. All students who took the Reading test will still appear in the report, whether or not they belong to the math teacher's roster, but the **Performance by Roster** tab will not list them as belonging to that math teacher's roster. By hiding rosters that are not relevant to the test, and by preventing a student from appearing more than once in the same report, this setting makes reports easier to read.

1. From the **My Settings** drop-down list in the banner, select **Use Teachers' Test Selections** (see [Figure 60](#)). The **Use Teachers' Test Selections** window appears (see [Figure 61](#)).

Figure 60. School-Level User View: Detail of Banner with Expanded My Settings Menu

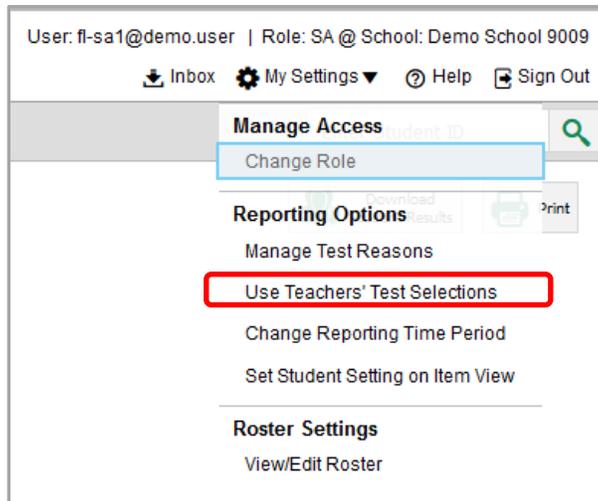
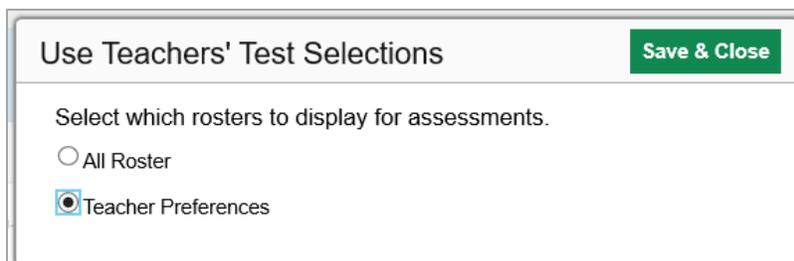


Figure 61. Use Teachers' Test Selections Window



2. Mark one of these two options:
 - **All Rosters:** This is the default option. When this option is selected, all data for all rosters appear in all your reports.
 - **Teacher Preferences:** If you select this option, teachers who excluded a given assessment from their own reports will not appear in the school test results for that assessment.
3. Click **Save & Close** at the upper-right corner of the window.

How to Filter Tests to Display

You can temporarily filter which tests you want to see in your reports. You may want to do this, for example, if you are an ELA teacher and you don't want to see your students' math or Civic Literacy scores. By default, the data for those math or Civic Literacy assessments appear in your reports.

1. On the left side of the dashboard or the Performance on Tests report, click either the **Filters** panel expand button  or the **Test Group** button  (see [Figure 62](#)). The **Filters** panel expands (see [Figure 63](#)).

Figure 62. Teacher View: Dashboard

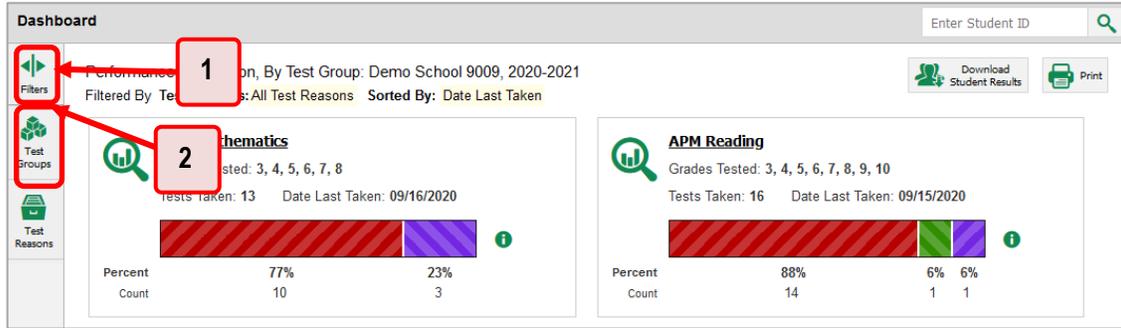


Table 28. Teacher View: Dashboard Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand Filters panel and Test Group options

2. Mark as many selections as you like in the **Test Group** section of the filters panel (see [Figure 63](#)). Tests are organized by test type, subject, and grade.

Figure 63. Teacher View: Dashboard with Expanded Filters Panel

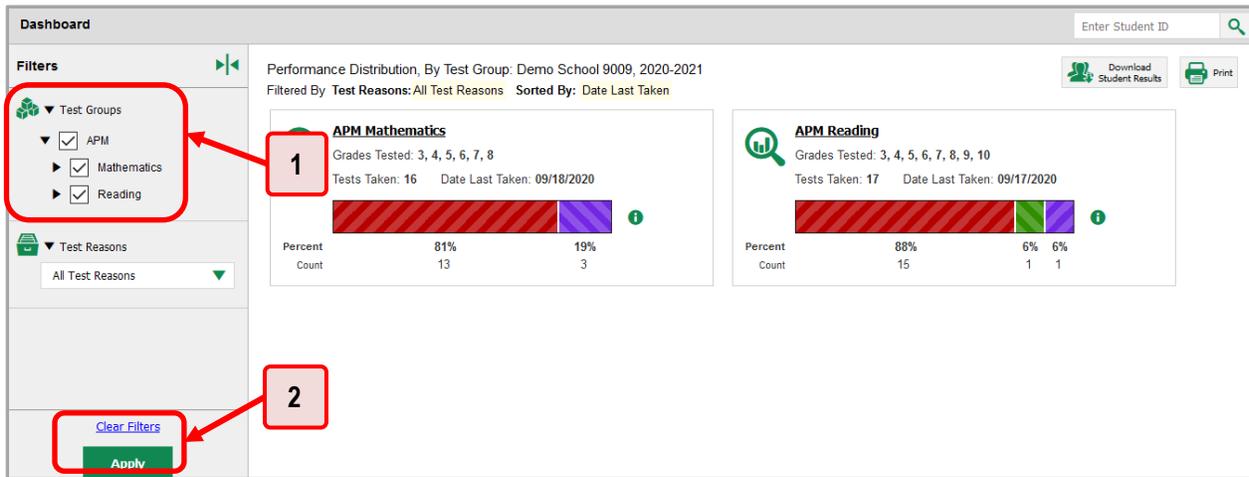


Table 29. Teacher View: Dashboard Elements

#	Element
1	Test Group options
2	Apply button and Clear Filters

3. Click **Apply**. The report updates to show only data for those tests.

4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

For Teachers and School-Level Users: How to Filter by Rosters on Reports

Rosters usually represent classes, but can represent any group that’s meaningful to users, such as students who have taken honors courses. Each roster is associated with a teacher. To learn how to create and modify rosters in the APM-Reporting System, see [Roster Management](#).

In the Performance on Tests report, teachers and school-level users can filter by a particular roster. When you filter, you eliminate students not in the selected roster from the data you’re viewing.

Filtering by roster makes it easy to focus on a particular class’s performance. And by switching filters, you can easily compare one roster with another. If you don’t filter by roster, the reports default to showing data for all rosters. You may find data for a single roster easier to understand.

1. On the left side of the Performance on Tests report, click either the **Filters** panel expand button  or the **Rosters** button  (see [Figure 64](#)). The **Filters** panel expands (see [Figure 65](#)).

Figure 64. Teacher View: Performance on Tests Report

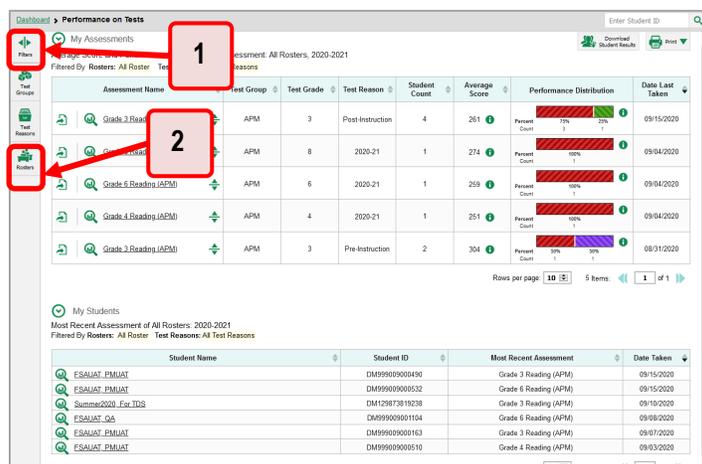


Table 30. Teacher View: Performance on Tests Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand the Filters panel and roster options

2. Make a selection from the drop-down list in the **Rosters** section (see [Figure 65](#)).
 - If you’re a school-level user, you must first select a teacher from the drop-down list, and then select a particular roster from the second drop-down list that appears. By default the first roster listed is selected.

Figure 65. Teacher View: Performance on Tests Report with Expanded Filters Panel

The screenshot shows the 'Performance on Tests' report. The left sidebar has a 'Filters' section with 'Rosters' expanded to 'All Rosters'. The main content area shows 'My Assessments' with a table of assessment data and 'My Students' with a table of student data. Red boxes and arrows highlight the 'Rosters' drop-down list (labeled '1') and the 'Apply' and 'Clear Filters' buttons (labeled '2').

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 10 Reading (APM)	APM	10	2020-21	2	284	Percent Count: 100% 2	09/10/2020
Grade 6 Reading (APM)	APM	6	2020-21	1	259	Percent Count: 100% 1	09/04/2020

Student Name	Student ID	Most Recent Assessment	Date Taken
FSAUAT_PMUAT	DM999009000532	Grade 6 Reading (APM)	09/15/2020
SPRWIRMG08LN_SPRWIRMG08	DM996512742514	Grade 10 Reading (APM)	09/10/2020
FSAUAT_QA	DM999009001104	Grade 10 Reading (APM)	09/08/2020
FSAUAT_PMUAT	DM999009000510	Grade 10 Reading (APM)	09/04/2020

Table 31. Teacher View: Performance on Tests Report Elements

#	Element
1	Rosters drop-down list
2	Apply button and Clear Filters

3. Click **Apply**. The report updates to show only data for that roster.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below each table header shows the rosters you’re viewing (see [Figure 66](#)).

Figure 66. Teacher View: Performance on Tests Report Filtered by All Rosters

My Assessments
 Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021
 Filtered By Roster: All Roster Test Reasons: All Test Reasons

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 10 Reading (APM)	APM	10	2020-21	2	284	Percent Count: 100% 2	09/10/2020
Grade 6 Reading (APM)	APM	6	2020-21	1	259	Percent Count: 100% 1	09/04/2020

Rows per page: 10 2 Items: 1 of 1

My Students
 Most Recent Assessment of All Rosters: 2020-2021
 Filtered By Roster: All Roster Test Reasons: All Test Reasons

Student Name	Student ID	Most Recent Assessment	Date Taken
FSAUAT_PMUAT	DM999009000532	Grade 6 Reading (APM)	09/15/2020
SPRWRMG08LN_SPRWRMG08	DM996512742514	Grade 10 Reading (APM)	09/10/2020
FSAUAT_QA	DM999009001104	Grade 10 Reading (APM)	09/08/2020
FSAUAT_PMUAT	DM999009000510	Grade 10 Reading (APM)	09/04/2020

Rows per page: 10 4 Items: 1 of 1

For District-Level Users: How to Filter by Schools on Reports

Filtering the Performance on Tests report by school makes it easy to focus on a particular school’s performance. And by switching filters, you can easily compare it with another school. If you don’t filter by school, the Performance on Tests report defaults to showing data for all schools. You may find data for a single school easier to understand.

1. On the left side of the Performance on Tests report, click either the expand button  or the **Schools** button  (see [Figure 67](#)). The **Filters** panel expands (see [Figure 68](#)).

Figure 67. District-Level User View: Performance on Tests Report

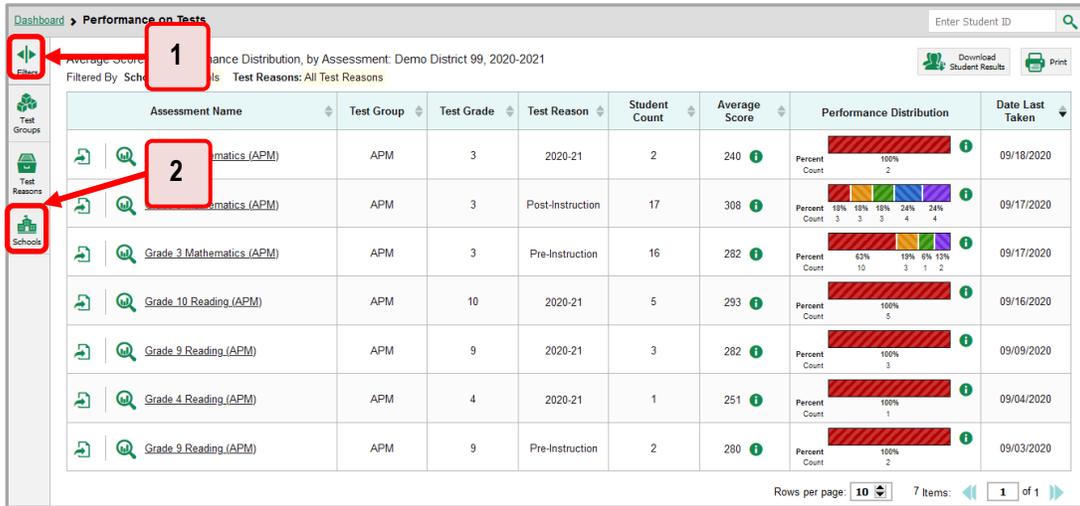


Table 32. District-Level User View: Performance on Tests Report Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand the Filters panel and Schools options

2. Make a selection from the drop-down list in the **Schools** section (see [Figure 68](#)).

Figure 68. District-Level User View: Performance on Tests Report with Expanded Filters Panel

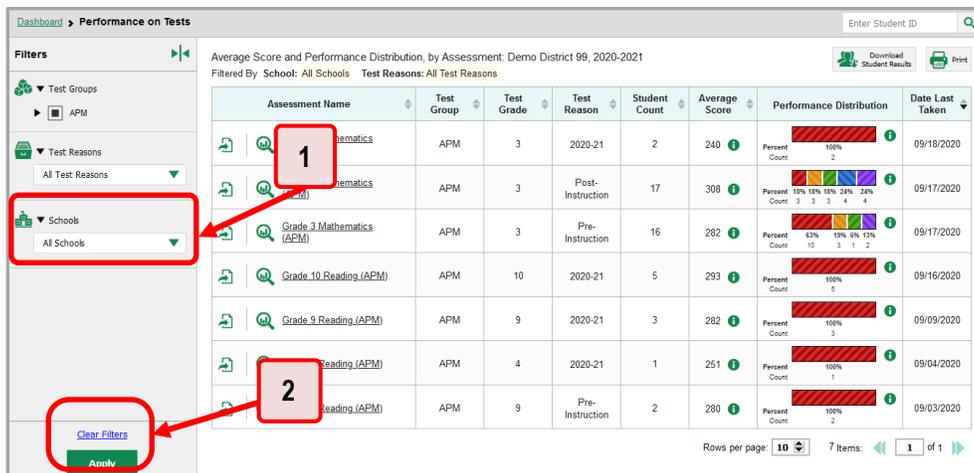


Table 33. District-Level User View: Performance on Tests Report Elements

#	Element
1	Schools drop-down list

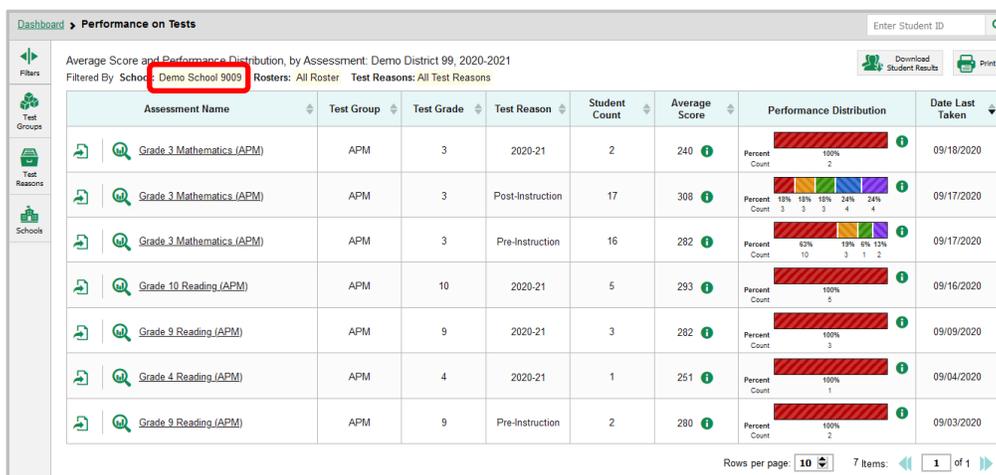
#	Element
2	Apply button and Clear Filters

3. Click **Apply**. The report updates to show only data for that school.
4. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters also revert when you log out, switch user roles, or switch systems.

If you click the name of a test (or  beside it) when you've filtered by a single school, the link will take you to the School Performance on Test report and not to the District Performance on Test report.

The row of filter details below the table header shows the schools you're viewing (see [Figure 69](#)).

Figure 69. District-Level User View: Performance on Tests Report Filtered by a School



How to Assign Test Reasons (Categories)

Test reasons are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they're a good way to organize tests into groups. For example, if students are taking the APM test at two different points in the school year, the first test opportunity can be assigned a test reason of "Pre-Instruction" and the second test opportunity a test reason of "Post-Instruction".

Test reasons should ideally be assigned in the Test Administration Site at the time of testing. However, you can use the Test Reason Manager in the APM-Reporting System to assign a different test reason to a benchmark or checkpoint test opportunity after the test is completed.

1. From the **My Settings** drop-down list in the banner, select **Manage Test Reasons** (see [Figure 70](#)). The **Test Reason Manager** window opens (see [Figure 71](#)).

Figure 70. Teacher View: Detail of Banner with Expanded My Settings Menu

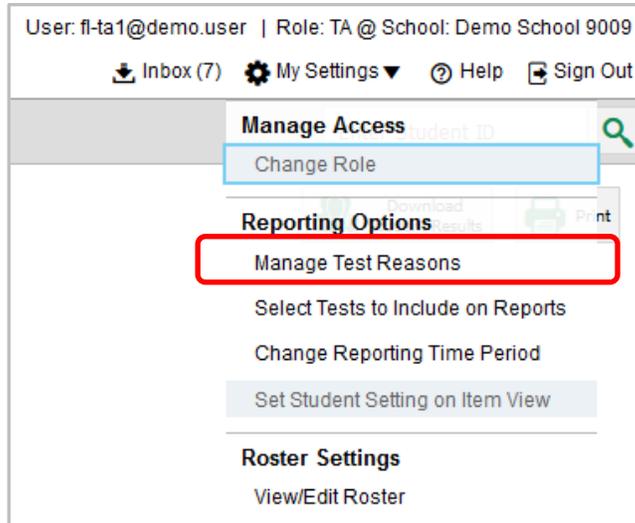


Figure 71. Test Reason Manager Window

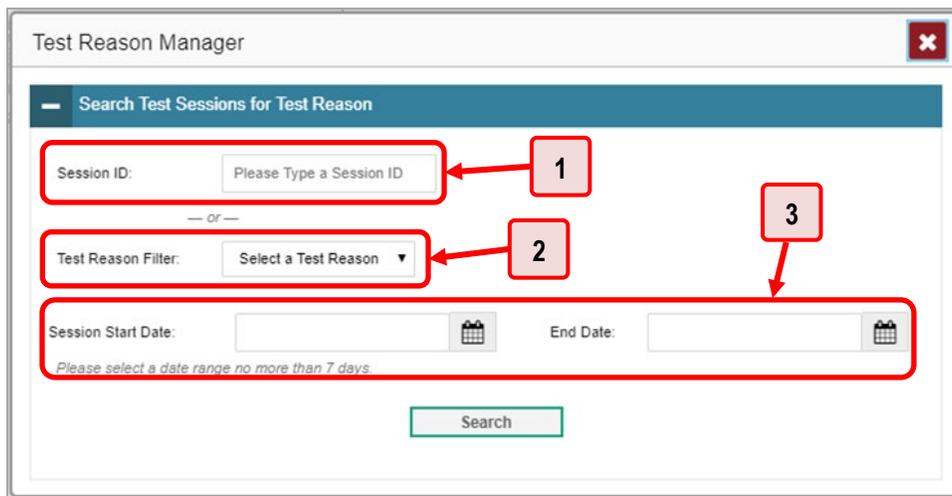


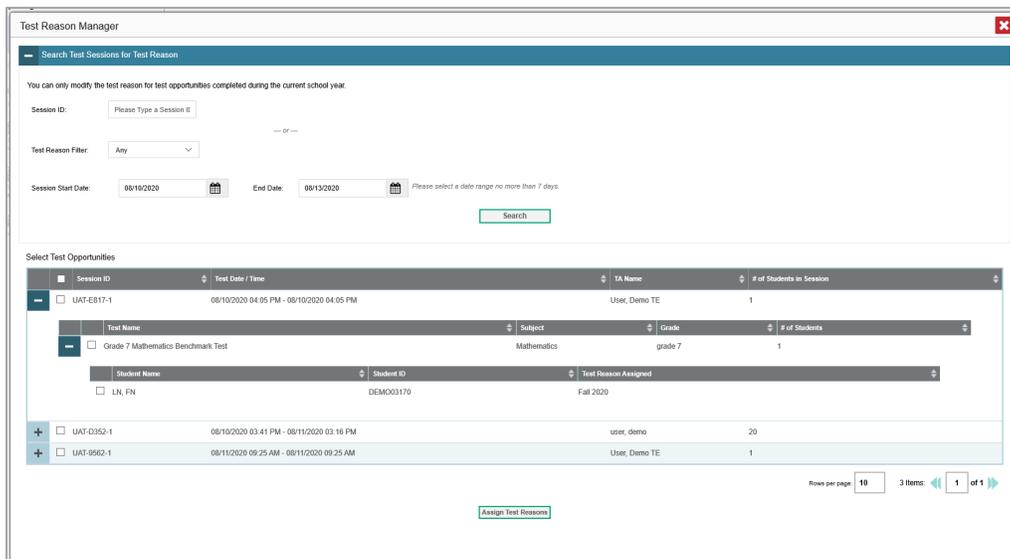
Table 34. Test Reason Manager Window Elements

#	Element
1	Session ID field
2	Drop-down list to select a test reason
3	Fields for start and end dates

2. To search for the test opportunities you wish to categorize, do either of the following (see [Figure 71](#)):

- In the *Session ID* field, enter the session ID in which the opportunities were completed in Test Delivery System.
 - Select the test reason associated with the opportunities you want to edit. Then select a range of dates during which the test session was administered. The date range cannot exceed seven days.
3. Click **Search**.
 4. A list of retrieved test sessions appears in the section *Select Test Opportunities* (see [Figure 72](#)). You can click the **+** buttons to expand the list of tests in each session and the list of students who took each test (that is, individual test opportunities). To navigate through a long list, use the controls in the upper-right and lower-right corners.

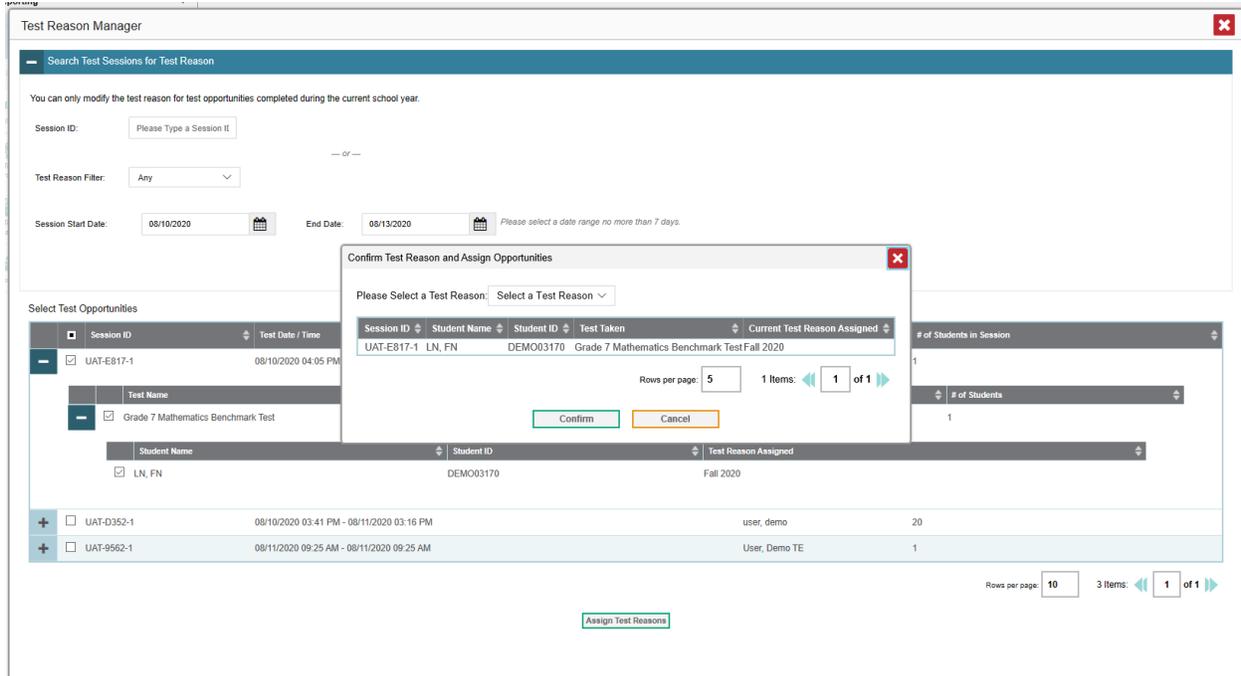
Figure 72. Test Reason Manager Window: Select Test Opportunities



5. Mark the checkboxes for each session, test, or opportunity that you wish to assign to a test reason.
6. Click **Assign Test Reasons** below the list of retrieved sessions.

- In the window that appears (see [Figure 73](#)), select a new test reason to assign to the selected opportunities and click **Confirm**.

Figure 73. Confirm Test Reason and Assign Opportunities Window



How to Filter by Test Reason (Category)

Test reasons (shown in [Figure 74](#)) are categories used to classify test opportunities for reporting purposes. They typically indicate the timeframe in which tests were taken, and they can be a good way to focus on specific groups of tests.

Figure 74. Teacher View: Performance on Tests Report

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 3 Reading (APM)	APM	3	Post-Instruction	4	261	Percent Count: 75% (red), 25% (green)	09/15/2020
Grade 8 Reading (APM)	APM	8	2020-21	1	274	Percent Count: 100% (red)	09/04/2020
Grade 6 Reading (APM)	APM	6	2020-21	1	259	Percent Count: 100% (red)	09/04/2020
Grade 4 Reading (APM)	APM	4	2020-21	1	251	Percent Count: 100% (red)	09/04/2020
Grade 3 Reading (APM)	APM	3	Pre-Instruction	2	304	Percent Count: 50% (red), 50% (purple)	08/31/2020

Student Name	Student ID	Most Recent Assessment	Date Taken
ESAJIAT_PMIJAI	DM999009000490	Grade 3 Reading (APM)	09/15/2020
ESAJIAT_PMIJAI	DM999009000532	Grade 6 Reading (APM)	09/15/2020
Summs2020_Faz.TDS	DM129873819238	Grade 3 Reading (APM)	09/10/2020
ESAJIAT_GA	DM999009001104	Grade 6 Reading (APM)	09/08/2020
ESAJIAT_PMIJAI	DM999009000163	Grade 3 Reading (APM)	09/07/2020
ESAJIAT_PMIJAI	DM999009000510	Grade 4 Reading (APM)	09/03/2020

When your test opportunities have test reasons, you can filter reports by a single test reason. If you don't filter, you'll see data for all different test reasons. This will allow you to compare multiple test reasons side by side rather than a single test reason. You may find reports easier to understand when you're viewing only a single test reason.

The **Test Reason** filter is available on the dashboards and Performance on Tests reports for teachers as well as for school- and district-level users.

1. On the left side of the dashboard or Performance on Tests report, click either the **Filters** panel expand button  or the **Test Reason** button  (see [Figure 75](#)). The **Filters** panel expands (see [Figure 76](#)).

Figure 75. Teacher View: Performance on Tests Report

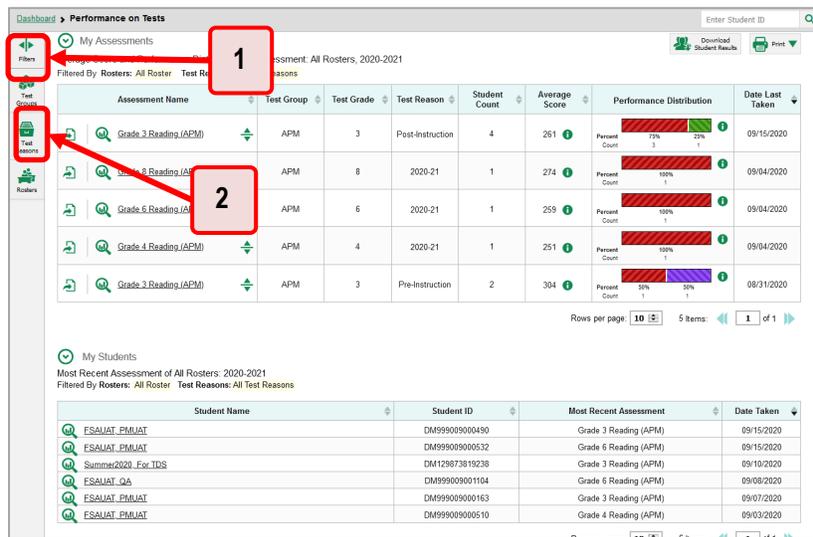


Table 35. Teacher View: Performance on Tests Report Elements

#	Element
1	Button to expand the Filters panel
2	Button to expand the Filters panel and Test Reason options

2. Make a selection from the drop-down list in the **Test Reasons** section (see [Figure 76](#)).

Figure 76. Teacher View: Performance on Tests Report with Expanded Filters Panel

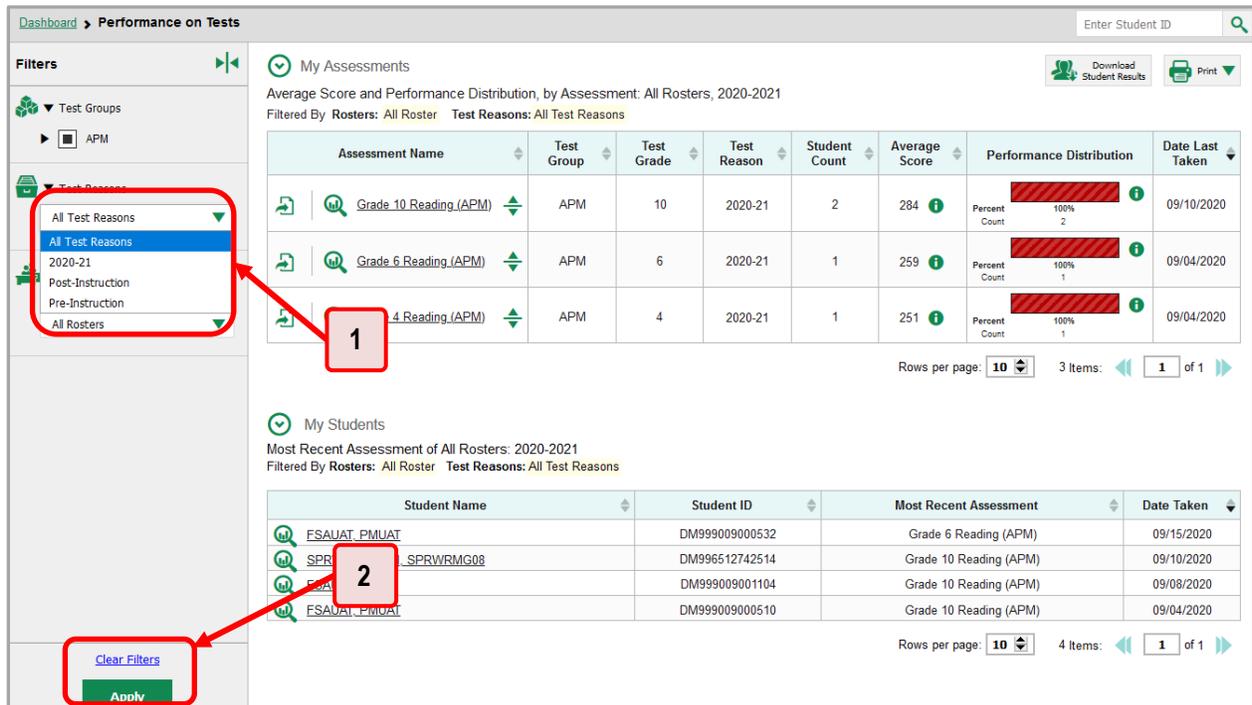


Table 36. Teacher View: Performance on Tests Report Elements

#	Element
1	Test Reason drop-down list
2	Apply button and Clear Filters

3. Click **Apply**. The report updates to show only data for that test reason.
4. *Optional:* To revert all filters to their defaults, open the **Filters** panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header (see [Figure 77](#)) shows the test reason selected, if any.

Figure 77. Teacher View: Performance on Tests Report

Dashboard > Performance on Tests Enter Student ID

My Assessments Download Student Results Print

Average Score and Performance Distribution, by Assessment: All Rosters, 2020-2021
 Filtered By Rosters: All Roster **Test Reasons: 2020-21**

Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Last Taken
Grade 10 Reading (APM)	APM	10	2020-21	2	284 i	Percent Count: 100% / 2	09/10/2020
Grade 6 Reading (APM)	APM	6	2020-21	1	259 i	Percent Count: 100% / 1	09/04/2020
Grade 4 Reading (APM)	APM	4	2020-21	1	251 i	Percent Count: 100% / 1	09/04/2020

Rows per page: 10 3 Items: 1 of 1

My Students

Most Recent Assessment of All Rosters: 2020-2021
 Filtered By Rosters: All Roster **Test Reasons: 2020-21**

Student Name	Student ID	Most Recent Assessment	Date Taken
SPRWRMG08LN_SPRWRMG08	DM996512742514	Grade 10 Reading (APM)	09/10/2020
FSAUAT_QA	DM999009001104	Grade 10 Reading (APM)	09/08/2020
FSAUAT_PMUAT	DM999009000510	Grade 10 Reading (APM)	09/04/2020

Rows per page: 10 3 Items: 1 of 1

How to Filter Item-Level Data by Standards and Clusters of Standards



Note: This feature is not available for the Florida Civic Literacy Exam.

An educational standard describes the skill the item measures. An example of a math standard is “Know and apply the properties of integer exponents to generate equivalent numerical expressions.”

You may want to see how your students performed on a particular standard or cluster of standards. In certain reports, you can filter by the standard to which items are aligned. That way you can view your students’ performance in just one area of skill. Then you can switch filters to compare it with their performance in another skill. If you don’t filter by standard, the reports will show results for all standards by default. You may find that switching between different sets of standard data and comparing them helps you understand students’ abilities better.

Standard filters are available in any report showing item-level data. The available standards vary by assessment.

1. On the left side of the page, click either the **Filters** panel expand button  or the **Standards** button  (see [Figure 78](#)). The **Filters** panel expands (see [Figure 79](#)).

Figure 78. Student Performance on Test Report

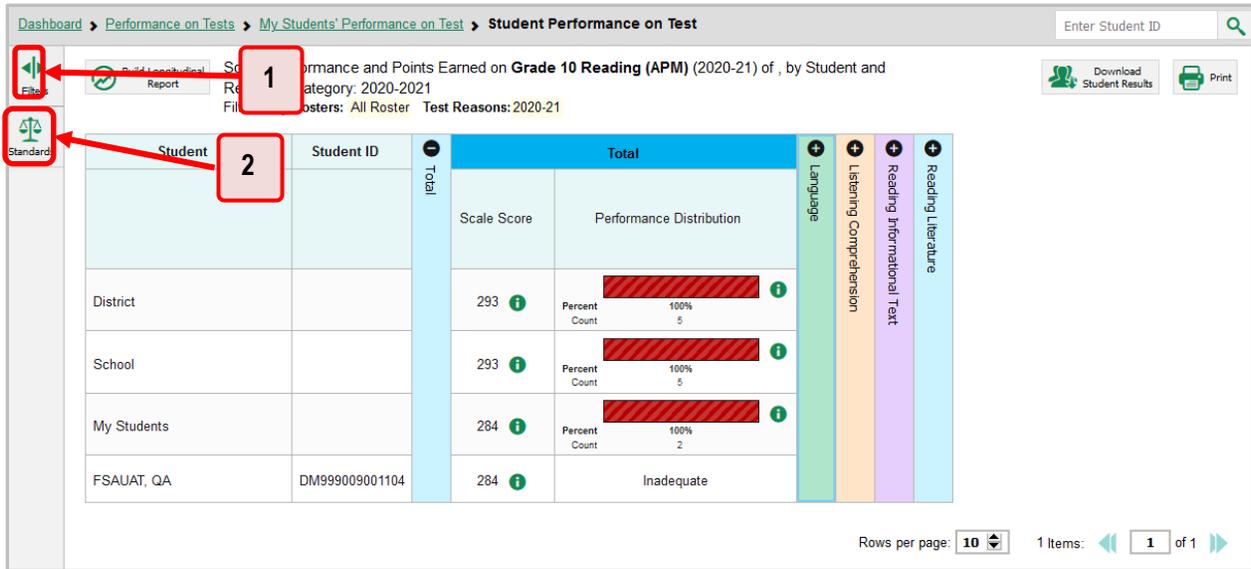


Table 37. Student Performance on Test Report: Elements

#	Element
1	Button to expand just the Filters panel
2	Button to expand the Filters panel and Standards options

2. Use the drop-down list in the **Standards** section (as in [Figure 79](#)) to select a domain. An additional drop-down list appears.
3. *Optional:* Keep making selections from the drop-down lists as they appear.

Figure 79. Student Performance on Test Report: with Expanded Filters Panel

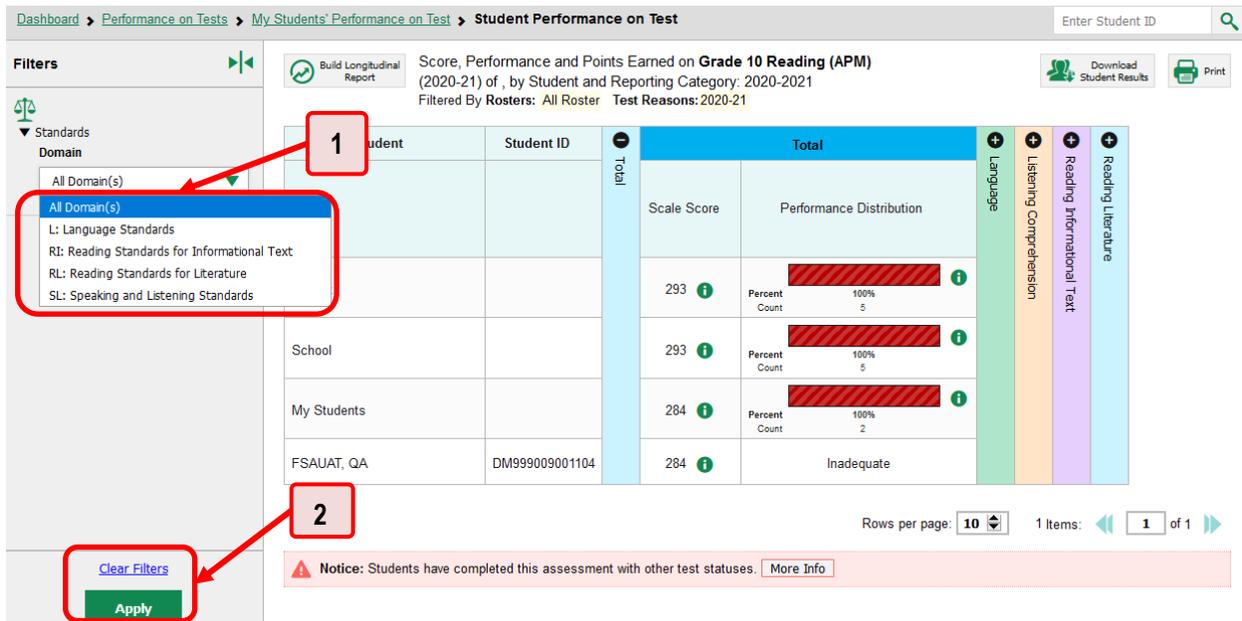


Table 38. Student Performance on Test Report: Elements

#	Element
1	Standards drop-down lists
2	Apply button and Clear Filters

4. Click **Apply**. The affected report updates to show only the items that belong to the selected cluster or standard (see [Figure 80](#)).
5. *Optional:* To revert all filters to their defaults, open the filters panel again and click **Clear Filters**. Click **Apply**. Filters will also revert when you log out, switch user roles, or switch systems.

All the reports accessible from this page will be filtered the same way.

The row of filter details below the table header specifies the standards selected, if any.

Figure 80. Student Performance on Test Report: Filtered by Standard

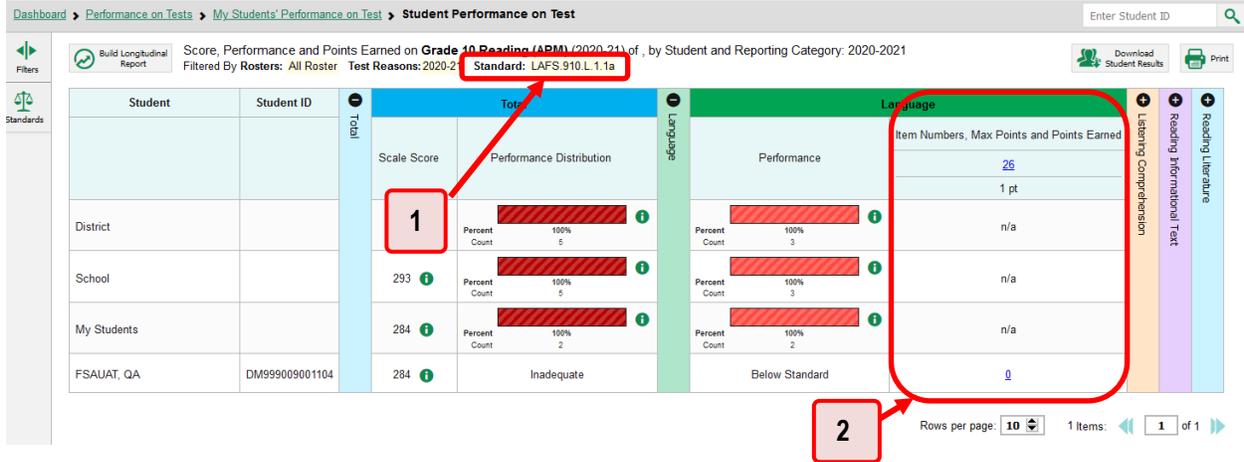


Table 39. Student Performance on Test Report: Elements

#	Element
1	Row of filter details specifying the standards
2	Data for items that belong to the specified standards

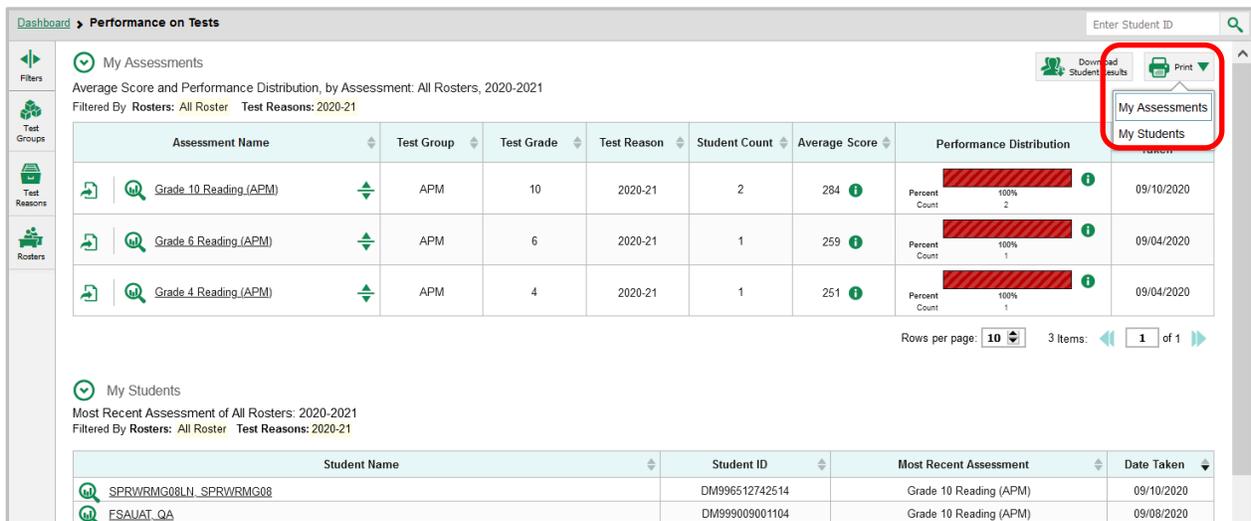
How to Export and Print Data

You can export or print any data you see in the APM Reporting System. Some reports on individual tests can be exported directly from the Performance on Tests report. You may want to export or print to save a snapshot of data to consult later, or to share data. Different options will be available depending on the report you are viewing. Some reports can be exported with item-level data.

How to Export or Print a Report You're Viewing

1. Click the **Print** button  in the upper-right corner of the report.
 - If there are multiple report tables on the page, select the table you wish to print from the drop-down menu that appears (see [Figure 81](#)).

Figure 81. Teacher View: Performance on Tests Report with Expanded Print Menu



The screenshot shows the 'Performance on Tests' report interface. At the top right, there is a 'Print' button with a dropdown arrow. A red circle highlights this button, and a dropdown menu is open, showing two options: 'My Assessments' and 'My Students'. Below the report table, there are pagination controls showing 'Rows per page: 10' and '3 Items: 1 of 1'.

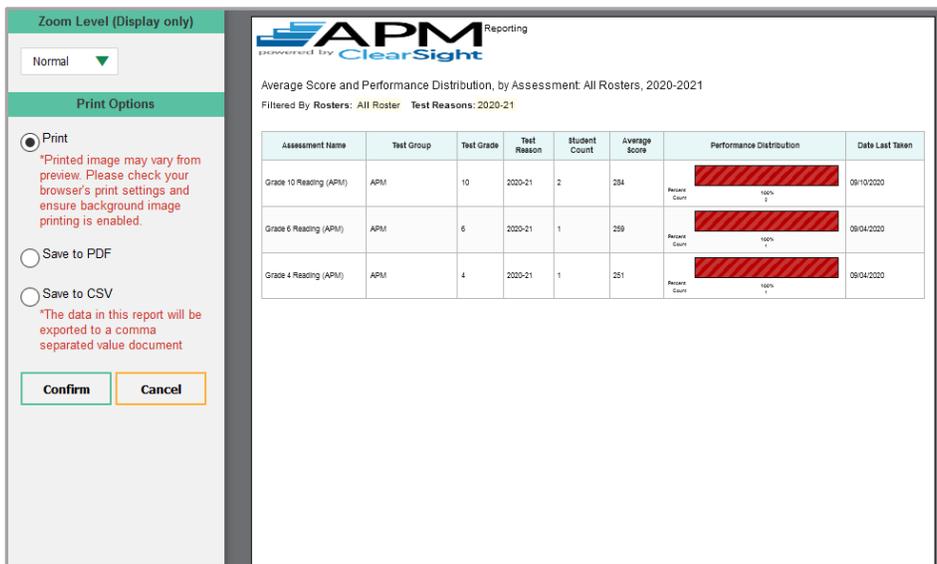
Assessment Name	Test Group	Test Grade	Test Reason	Student Count	Average Score	Performance Distribution	Date Taken
Grade 10 Reading (APM)	APM	10	2020-21	2	284	Percent Count: 100% Count: 2	09/10/2020
Grade 6 Reading (APM)	APM	6	2020-21	1	259	Percent Count: 100% Count: 1	09/04/2020
Grade 4 Reading (APM)	APM	4	2020-21	1	251	Percent Count: 100% Count: 1	09/04/2020

Student Name	Student ID	Most Recent Assessment	Date Taken
SPRWRMG08LN_SPRWRMG08	DM996512742514	Grade 10 Reading (APM)	09/10/2020
ESAUAT_QA	DM999009001104	Grade 10 Reading (APM)	09/08/2020

A print preview page opens (see [Figure 82](#)).

- To zoom in on the print preview, use the drop-down list under the *Zoom Level (Display only)* section. This setting affects the preview only.

Figure 82. Print Preview Page



2. Do one of the following under the *Print Options* section:

- To print the report, select the **Print** radio button.
- To download a PDF version of the report, select **Save to PDF**.
 - *Optional:* If the report is for a particular student, you can mark the **Include Items and Responses (takes extra time)** checkbox. The resulting PDF report includes the actual items and the student’s responses.
 - Select an option from the **Page Layout** drop-down list that appears.
- To download a comma-separated value (CSV) version of the report, select **Save to CSV**.

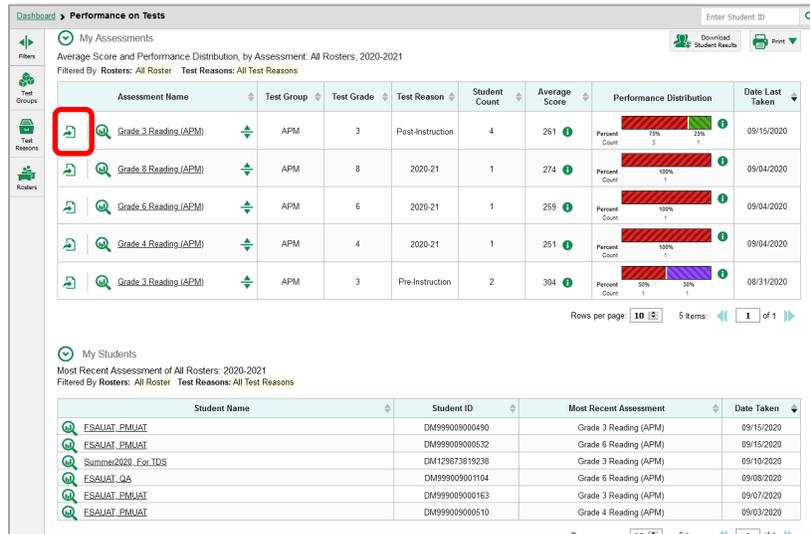
3. Click **Confirm**.

If you saved the report as a PDF or CSV, the **Inbox** window appears, displaying the generated report. CSV reports may be zipped.

How to Export an Assessment Report Directly from the Performance on Tests Report

1. Click  to the left of the name of the assessment whose report you wish to export (see [Figure 83](#)).

Figure 83. Teacher View: Performance on Tests Report



The **Export Report** window opens (see [Figure 84](#)). The options in this window vary according to your user role.

2. Select which report to export for the assessment.
 - **District-level users:**

- To export the district test results, mark the **Overall Performance of all my Schools** radio button.
- To export school test results (excluding data for individual items), mark the **Overall Test, Reporting Category Performance of all students [School Name]** radio button, then select a school from the drop-down list.

Figure 84. District-Level User View: Export Report Window

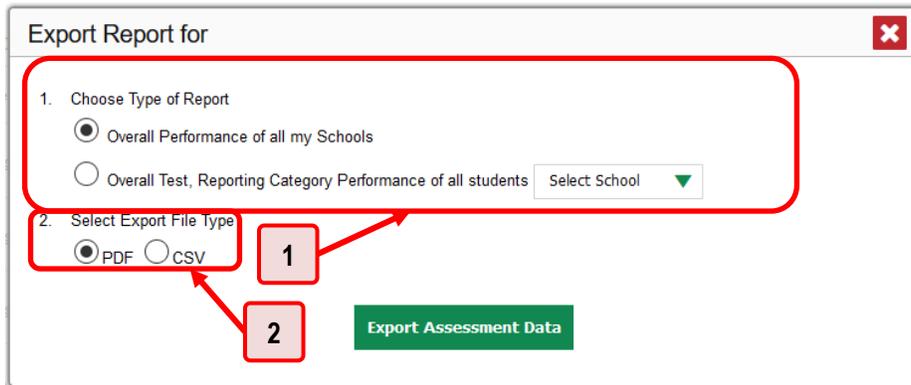


Table 40. District-Level User View: Export Report Window Elements

#	Element
1	Report type options
2	File type options

- **School-level users and teachers:**
 - School-level users and teachers can export results for all their associated students.
3. Do either of the following:
 - To export the report in PDF format, mark the **PDF** radio button.
 - To export the report in comma-separated values (CSV) format, mark the **CSV** radio button.
 4. Click **Export Assessment Data**. A confirmation window appears.
 5. Click **Yes** to export or **No** to return to the **Export Report** window. When you’ve exported a file, the **Inbox** window appears with the generated file available for download.

Appendix

Appendix sections are alphabetized for your convenience.

A

Roster Management

School-level users, and district-level users can add, edit, and delete rosters. Rosters are a great way to organize students, allow teachers to view their students’ performance, and allow other users to compare the performance of different rosters.

How to Add a Roster

You can create new rosters from students associated with your school or district.

1. From the **My Settings** menu in the banner, select **Add Roster** (see [Figure 85](#)). The **Roster Manager** window appears, showing the Add Roster form (see [Figure 86](#)).

Figure 85. District-level user View: Detail of Banner with Expanded My Settings Menu

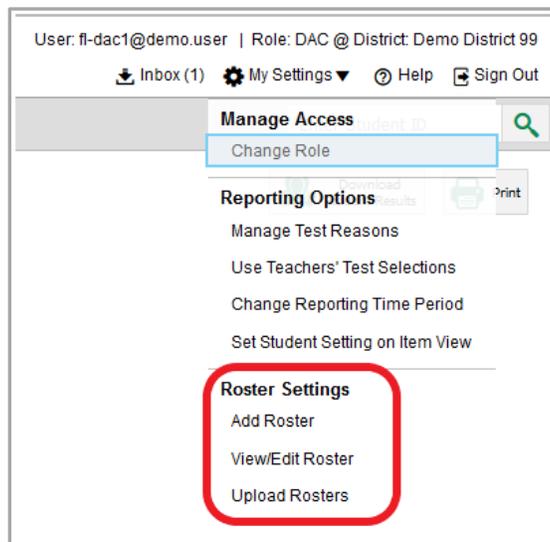


Figure 86. Roster Manager Window: Add Roster Form

2. In the *Search for Students to Add to the Roster* panel (see [Figure 86](#)), do the following:
 - a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
 - b. *Optional:* In the *FLEID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.
 - c. *Optional:* In the **Enrolled Grade** drop-down list, select the grade levels for the students in the roster.
 - d. *Optional:* In the *Advanced Search* panel (see [Figure 87](#)), select additional criteria:
 - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
 - ii. In the related fields, select the additional criteria.
 - iii. Click **Add**.
 - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.

Figure 87. Roster Manager Window: Add Roster Form with Advanced Search Panel in Use

The screenshot displays the 'Roster Manager' application window. At the top, the title bar reads 'Roster Manager'. Below it, the 'Add Roster' section contains a green information icon and a note: 'Use this page to add rosters. NOTE: It is highly recommended that you enter Test Administration information in the field below to ensure that only students eligible for this administration appear on rosters. more info'. To the right of the note are 'Save' and 'Cancel' buttons. Below the note is a section titled 'Search for Students to Add to the Roster' with several input fields: '*District' (set to 'Demo District 99 - 99'), '*School' (set to 'select a School'), 'Enrolled Grade' (set to 'None selected'), 'Last Name', 'First Name', 'FLEID', 'Gender' (radio buttons for 'Male' and 'Female'), and 'Test Administration' (set to 'None selected'). Below this is the 'Advanced Search' panel, which is highlighted with a red rounded rectangle. It features a 'Search Fields' dropdown menu (set to '-- Select --'), an 'Add' button, and a 'Search' button. To the right of the search panel is the 'Additional Criteria Chosen:' section with 'Remove All' and 'Remove Selected' buttons. At the bottom of the window is a section titled 'Add Students to the Roster'.

APM/FCLE-Reporting User Guide

- e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (*Available Students*), and a blank *Selected Students* list.
3. In the *Add Students to the Roster* panel (see [Figure 88](#)), do the following:
- a. In the *Roster Name* field, enter the roster name.
 - b. From the **Teacher Name** drop-down list, select a teacher.
 - c. *Optional*: To include former students in the Add Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school.

Figure 88. Roster Manager: Add Roster Form Scrolled Down to Add Students to the Roster Panel

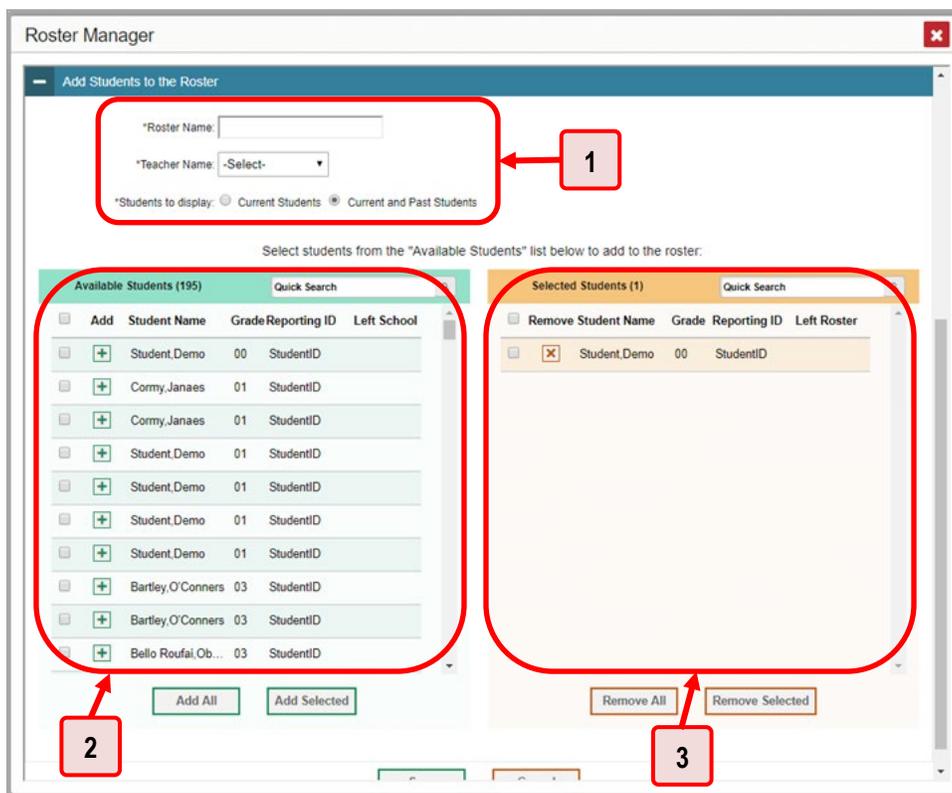


Table 41. Roster Manager: Add Roster Form Elements

#	Element
1	Settings for roster name, teacher name, and students to display
2	List of students who can be added to the roster
3	List of students you've added

APM/FCLE-Reporting User Guide

- d. **To add students**, do one of the following in the list of available students:
 - To move one student to the roster, click  beside that student's name.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
 - e. **To remove students**, do one of the following in the list of students in this roster:
 - To remove one student from the roster, click  beside that student's name.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
4. Click **Save**, and in the affirmation dialog box click **Continue**.

How to Modify a Roster

You can modify a roster by changing its name, changing its associated teacher, adding students, or removing students.

1. From the **My Settings** menu in the banner, select **View/Edit Roster** (see [Figure 89](#)). The **Roster Manager** window appears, showing the View/Edit Roster form (see [Figure 90](#)).

Figure 89. District-level User View: Detail of Banner with Expanded My Settings Menu

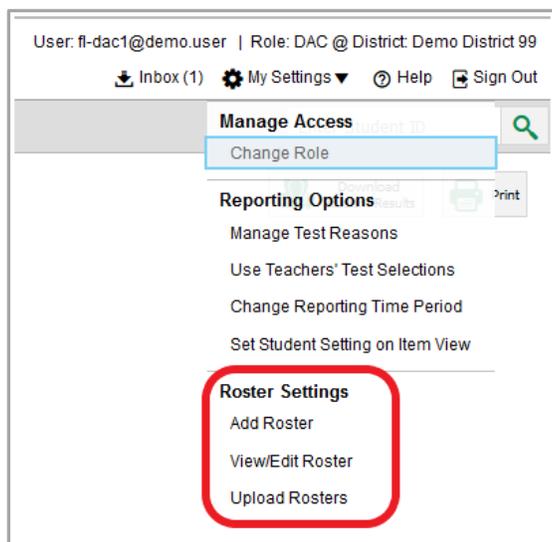
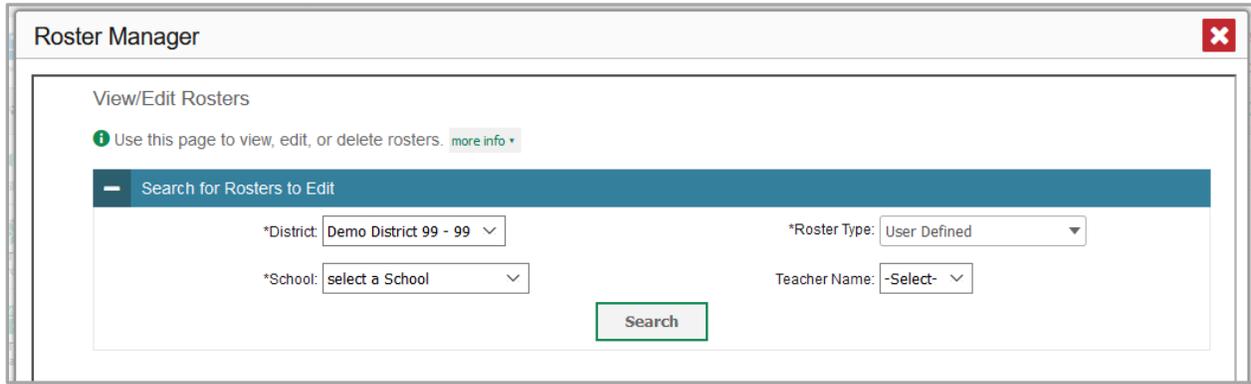
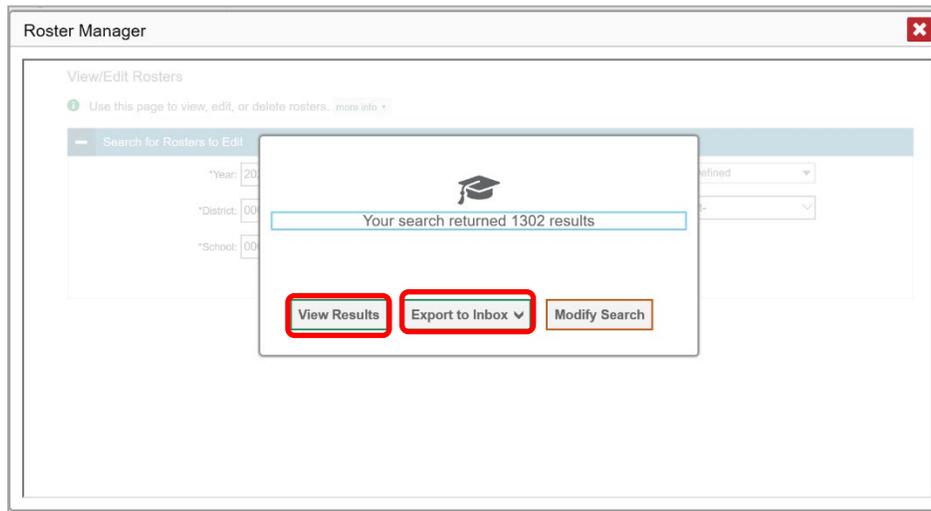


Figure 90. Roster Manager Window: View/Edit Roster Form



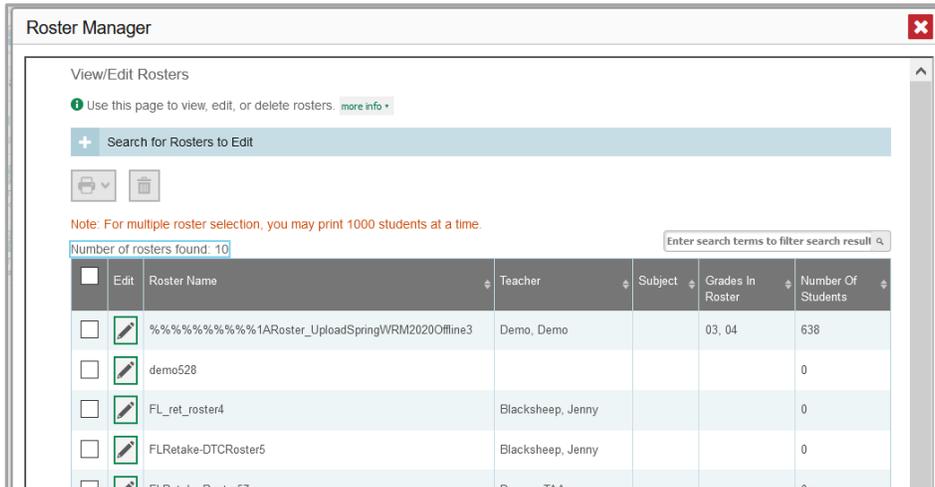
2. In the *Search for Rosters to Edit* panel (see [Figure 90](#)), select the school year, school, and roster type for the roster you wish to edit. Optionally, select a teacher.
3. Click **Search**. A search results pop-up appears (see [Figure 91](#)). Click **View Results** to view the results in your browser. Click **Export to Inbox** to export the search results to your inbox.

Figure 91. Roster Manager Window: Search Results Pop-Up



- A list of retrieved rosters is generated (see [Figure 92](#)).

Figure 92. Roster Manager Window: View/Edit/Export Roster Form Showing Retrieved Rosters



- In the list of retrieved rosters, click  for the roster whose details you want to view. The **View/Edit/Export Roster** window opens.

APM/FCLE-Reporting User Guide

6. *Optional:* To find students to add to the roster, use the *Search for Students to Add to the Roster* panel as follows:
 - a. If you are a district-level user, then in the **School** drop-down list, select the school for the roster.
 - b. *Optional:* In the *FLEID*, *Student's First Name*, and/or *Student's Last Name* fields, enter information about a particular student you want to add.
 - c. *Optional:* In the Enrolled **Grade** drop-down list, select the grade levels for the students in the roster.
 - d. *Optional:* In the *Advanced Search* panel, select additional criteria:
 - i. From the **Search Fields** drop-down list, select a criterion type. A set of related criteria for that criterion type appear.
 - ii. In the related fields, select the additional criteria.
 - iii. Click **Add**.
 - iv. *Optional:* To remove the added criteria, mark the checkboxes for those criteria and click **Remove Selected**. To remove all additional criteria, click **Remove All**.
 - e. Click **Search**. The *Add Students to the Roster* panel shows settings for the roster, a list of retrieved students (Available Students), and a blank Selected Students list.
7. Scroll down to view the *Add Students to the Roster* panel, as in [Figure 93](#).

Figure 93. Roster Manager Window: View/Edit/Export Roster Form Scrolled Down to the Add Students to the Roster Panel

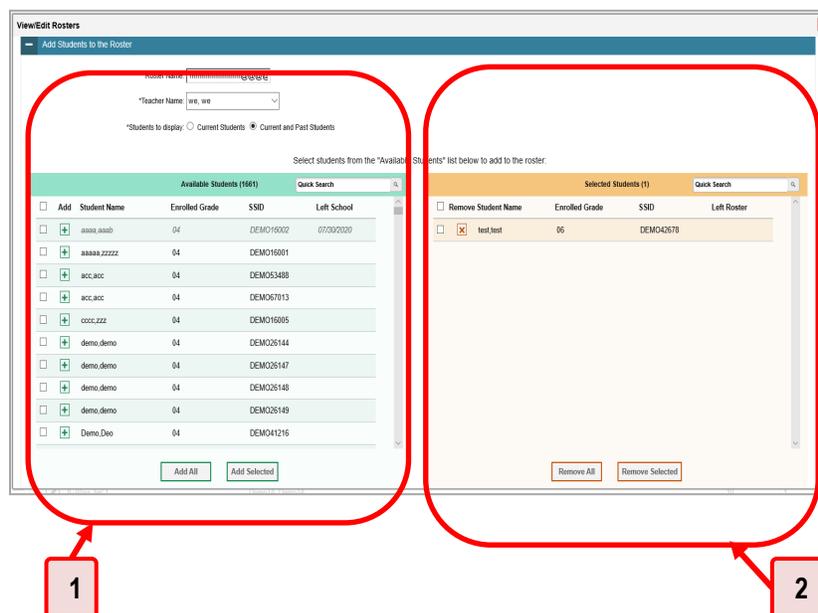


Table 42. Roster Manager Window: View/Edit/Export Roster Form Elements

#	Element
1	List of students who can be added to the roster
2	List of students belonging to the roster

8. *Optional:* In the *Add Students to the Roster* panel, do the following:
 - a. In the *Roster Name* field, enter a new name for the roster.
 - b. From the **Teacher Name** drop-down list, select the roster's new teacher.
 - c. *Optional:* To include former students in the Edit Roster form, mark the **Current and Past Students** radio button. The *Available Students* list will include students who have left the selected school, while the *Selected Students* list will include students who have left the roster.
 - d. To add students, do one of the following in the list of available students:
 - To move one student to the roster, click  beside that student's name.
 - To move all the students in the *Available Students* list to the roster, click **Add All**.
 - To move selected students to the roster, mark the checkboxes for the students you want to add, then click **Add Selected**.
 - e. To remove students, do one of the following in the list of students in this roster:
 - To remove one student from the roster, click  beside that student's name.
 - To remove all the students from the roster, click **Remove All**.
 - To remove selected students from the roster, mark the checkboxes for the students you want to remove, then click **Remove Selected**.
9. At the bottom of the page, click **Save**, and in the affirmation dialog box click **Continue**.

How to Upload Rosters

If you have many rosters to create, it may be easier to perform those transactions through file uploads. This task requires familiarity with composing comma-separated value (CSV) files or working with Microsoft Excel.

1. From the **My Settings** menu in the banner, select **Upload Rosters** (see [Figure 94](#)). The **Roster Manager** window appears, showing the Upload Rosters: Upload page (see [Figure 95](#)).

Figure 94. District-level User View: Detail of Banner with Expanded My Settings Menu

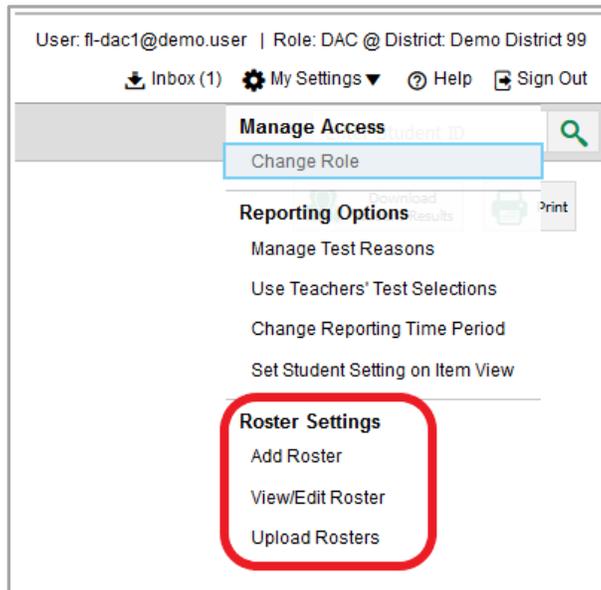


Figure 95. Roster Manager Window: Upload Rosters: Upload Page

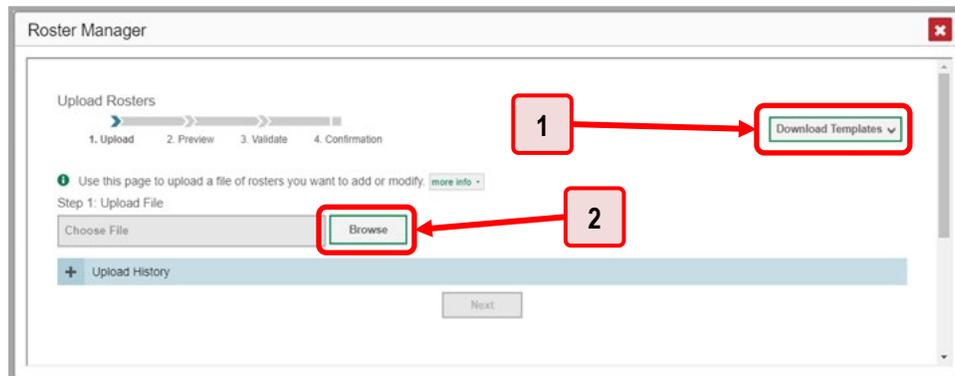


Table 43. Roster Manager Window: Upload Rosters: Upload Page Elements

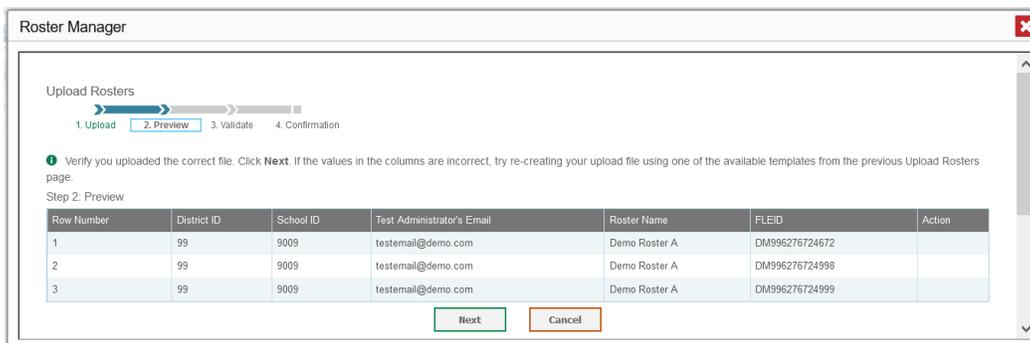
#	Element
1	Download Templates menu button
2	Browse button

- On the Upload Rosters: Upload page (see [Figure 95](#)), click **Download Templates** in the upper-right corner and select the appropriate file type (either **Excel** or **CSV**).
- Open the template file in a spreadsheet application.
- Fill out the template and save it.
- On the Upload Rosters: Upload page, click **Browse** and select the file you created in the previous step.

APM/FCLE-Reporting User Guide

- Click **Next**. The Upload Rosters: Preview page appears (see [Figure 96](#)). Use the file preview on this page to verify you uploaded the correct file.

Figure 96. Roster Manager Window: Upload Rosters: Preview Page



- Click **Next** to validate the file.

Any errors  or warnings  are displayed on the Upload Rosters: Validate page (see [Figure 97](#)). If a record contains an error, that record will not be included in the upload. If a record contains a warning, that record will be uploaded, but the field with the warning will be invalid.

Figure 97. Roster Manager Window: Upload Rosters: Validate Page

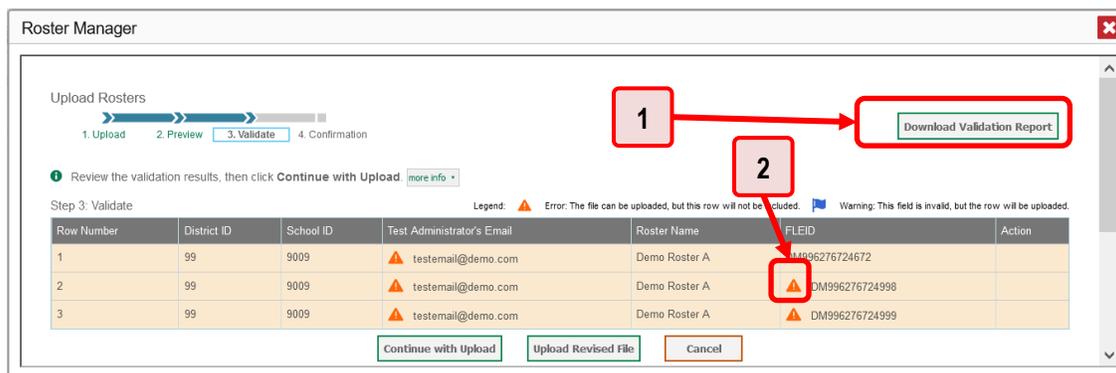


Table 44. Roster Manager Window: Upload Rosters: Validate Page Elements

#	Element
1	Download Validation Report button
2	Error symbol (click for more information)

- Optional:* Click the error and warning icons in the validation results to view the reason a field is invalid.
- Optional:* Click **Download Validation Report** in the upper-right corner to view a text file listing the validation results for the upload file.

APM/FCLE-Reporting User Guide

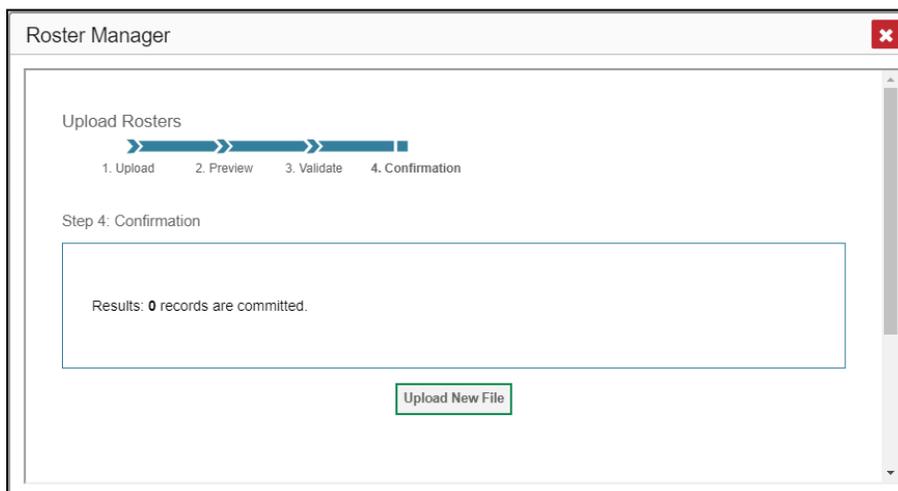
If your file contains a large number of records, the APM-Reporting System processes it offline and sends you a confirmation email when it's complete. While the APM-Reporting System is validating the file, do not press **Cancel**, as some records may have already started processing.

8. Do one of the following:

- Click **Continue with Upload** at the bottom of the page. The APM-Reporting System commits those records that do not have errors. If there are too many errors, you won't be able to do this.
- Click **Upload Revised File** at the bottom of the page to upload a different file. Follow the prompts on the Upload Revised File page to submit, validate, and commit the file.

The Confirmation page appears (see [Figure 98](#)), displaying a message about how many records (rows) were committed.

Figure 98. Upload Rosters: Confirmation Page



9. Optional: To upload another roster file, click **Upload New File**.

[Table 45](#) provides the guidelines for filling out the Roster template that you can download from the Upload Roster page.

Table 45. Columns in the Rosters Upload File

Element	Description	Valid Values
District ID*	District associated with the roster.	District ID that exists in TIDE. Up to 20 characters.
School ID*	School associated with the roster.	School ID that exists in TIDE. Up to 20 characters. Must be associated with the district ID. Can be blank when adding district-level rosters.

Element	Description	Valid Values
Test Administrator's Email*	Email address of the TA associated with the roster.	Email address of a TA existing in TIDE.
Roster Name*	Name of the roster.	Up to 20 characters.
FLEID*	Student's unique identifier within the district.	Up to 30 alphanumeric characters.
Action	Action to be taken on the student, either adding them to or deleting them from the roster. If blank, the student will be added.	Add or Delete.

*Required field.

B

Help

The APM-Reporting System includes an online user guide.

How to Access the Online User Guide

In the banner (see [Figure 99](#)), click **Help**. The guide opens in a pop-up window, showing the help page specific to the page you're on. For example, if you click **Help** while on the dashboard, you'll see the Overview of the Dashboard page.

Figure 99. Banner



C

Inbox

The APM-Reporting System allows you to access a Secure Inbox feature that is integrated with other online assessment systems, such as TIDE, and accessible from your test portal. The Inbox serves as a central repository for secure documents uploaded by administrators (such as state personnel) or shared between users, files exported by users, and hotline alerts.

Each user's Secure Inbox is personal to them and not shared among other users. Users can easily manage the files in their Inbox. The files are categorized into different tabs to allow users to view non-archived and archived files. Users can also search for files by keyword. Files are listed in the order in which they were created. The file creation and file expiration dates appear, if applicable, and the number of days remaining until a file expires is also displayed. By default, files are available for 30 days after being created. Users can archive or delete files as needed. Users can also share files by sending them to other users' Inboxes.

How to Access and Manage Files in the Inbox

Figure 100. Banner



1. In the banner (see [Figure 100](#)), click **Inbox**. The **Secure Inbox** window appears (see [Figure 101](#)). By default, the Inbox window displays the **View Documents** tab.

Figure 101. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

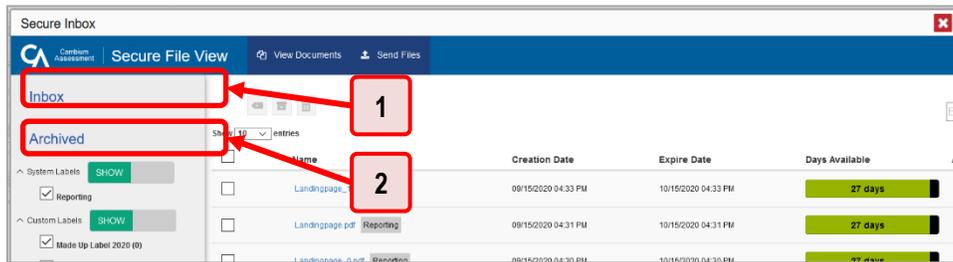


Table 46. Secure Inbox Window: View Documents Tab Elements

#	Element
1	Inbox sub-tab
2	Archived sub-tab

2. Choose either of the available tabs (see [Figure 102](#)):

- **Inbox:** Displays all files except those that have been archived. Includes columns for Creation Date, Expire Date, and Days Available.
- **Archived:** Displays files that have been archived. Includes the same columns as the main **Inbox** tab.

Figure 102. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

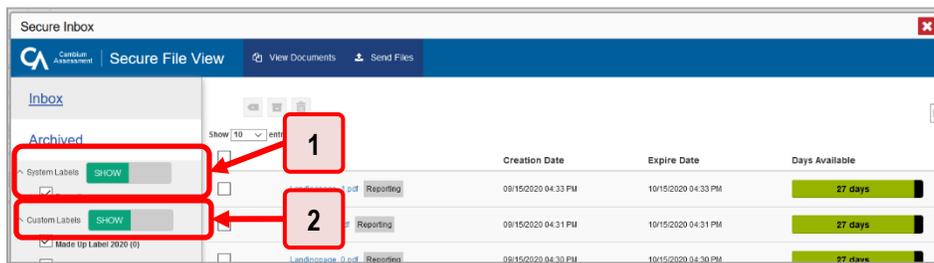


Table 47. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	Element
1	System Labels toggle (set to show the labels) and checkboxes

APM/FCLE-Reporting User Guide

#	Element
2	Custom Labels toggle (set to show the labels) and checkboxes

3. *Optional:* To filter the files displayed, enter a search term in the text box in the upper-right corner and click . The search applies to both filenames and labels.
4. *Optional:* To hide or display system labels, click the System Labels toggle (see [Figure 102](#)).
5. *Optional:* To hide files with a particular system label, clear the checkbox for that label (see [Figure 102](#)).
6. *Optional:* To hide or display custom labels, click the Custom Labels toggle (see [Figure 102](#)).
7. *Optional:* To hide files with a particular custom label, clear the checkbox for that label (see [Figure 102](#)).

Figure 103. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab

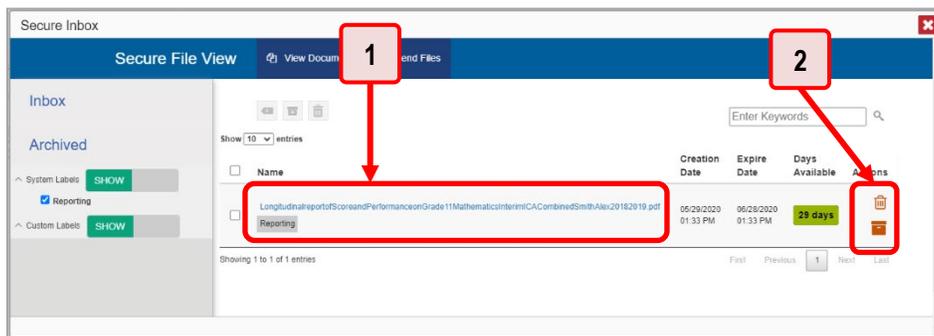


Table 48. Secure Inbox Window: View Documents Tab: Inbox Sub-Tab Elements

#	Element
1	Name of a file, with label indicating the system it's from
2	Delete and archive buttons

8. *Optional:* Do one of the following:
 - To download a file, click the name of the file (see [Figure 103](#)).
 - To apply a custom label, follow these instructions:

APM/FCLE-Reporting User Guide

- To create a new custom label, mark the checkbox for any file, click the label button , enter a new custom label in the text box, and click **Save New Label**. Then apply it as described below.
- To apply a custom label to a file, mark the checkbox for that file, click the label button , mark the checkbox for that label, and click **Apply Label**.
- To archive a file, click  (see [Figure 103](#)).
- To unarchive a file, click . The file is moved back to the main Inbox.
- To delete a file, click  (see [Figure 103](#)).

How to Use the Inbox to Send Files to Other Users' Inboxes

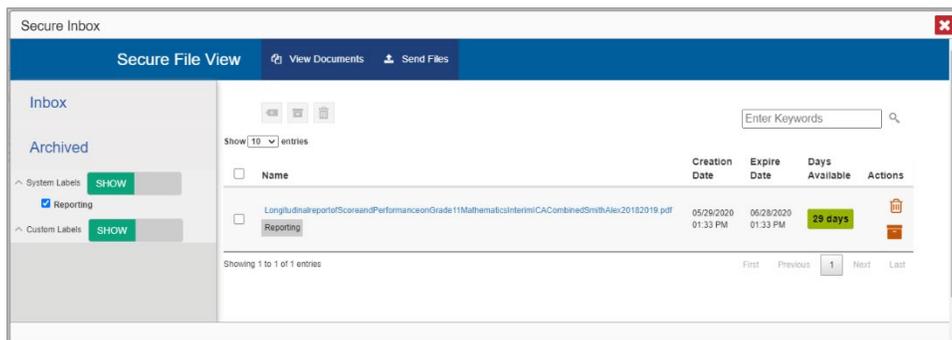
You can send a file or files to individual recipients by email address or to groups of recipients by user role.

1. From the banner (see [Figure 104](#)), select **Inbox**. The **Inbox** page appears (see [Figure 105](#)). By default, the *View Documents* tab displays.

Figure 104. Banner



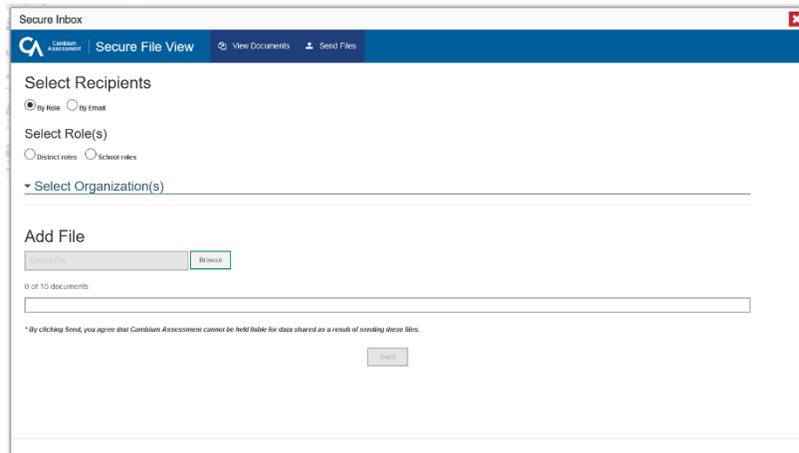
Figure 105. Secure Inbox Window: View Documents Tab



2. Select the **Send Files** tab. The **Send Files** page appears (see [Figure 106](#)).
3. In the *Select Recipients* field, do one of the following:
 - Select **By Role** to send a file or files to a group of users by user role.
 - Select **By Email** to send a file or files to a single recipient by email address.

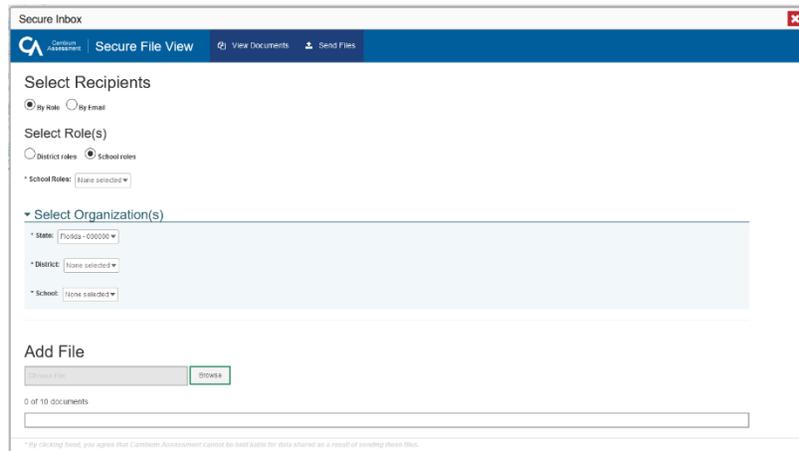
If you select **By Email**, skip to step [7](#).

Figure 106. Secure Inbox Window: Send Files Tab



4. In the *Select Role(s)* field, select the role group to which you want to send a file or files. A drop-down list appears.
5. From the drop-down list (see [Figure 107](#)), select the role(s) to which you want to send a file or files. You can choose **Select all** to send a file or files to all roles in the selected role group.

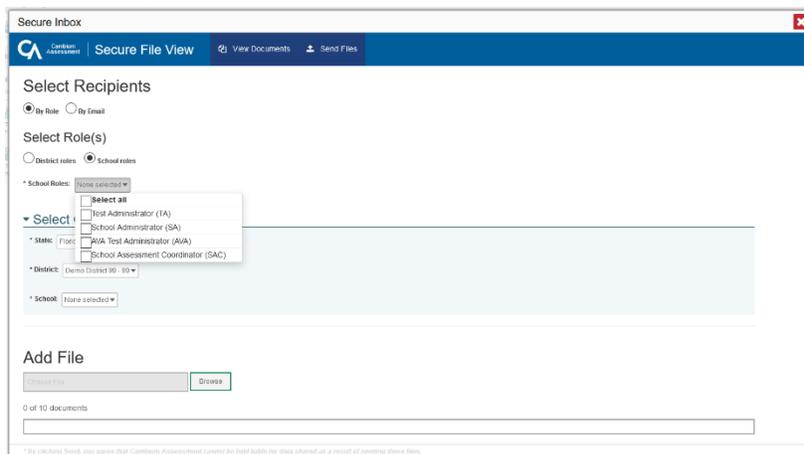
Figure 107. Secure Inbox Window: Send Files Tab



APM/FCLE-Reporting User Guide

- From the *Select Organization(s)* drop-down lists (see [Figure 108](#)), select organizations that will receive the file(s) you send. These drop-down lists adhere to the user role hierarchy. For example, district-level users will be able to filter at their role level and below.

Figure 108. Secure Inbox Window: Send Files Tab



- If you selected **By Role** in step 3, skip this step. If you selected **By Email**, enter the email address of the recipient to whom you wish to send a file or files.
- To select a file or files to send, in the *Add File* field, select **Browse**. A file browser appears.
- Select the file(s) you wish to send. You may send up to 10 files totaling no more than 20MB at once.
- Select **Send**.

D

Login Process

This section describes how to log in to the APM-Reporting System.

Do not share your login information with anyone. All Assessment Program systems provide access to student information, which must be protected in accordance with federal privacy laws.

How to Log In to the APM-Reporting System

- Navigate to the [portal](#).
- Click the **APM** card (see [Figure 109](#)). The APM Program page appears.

Figure 109. APM Card



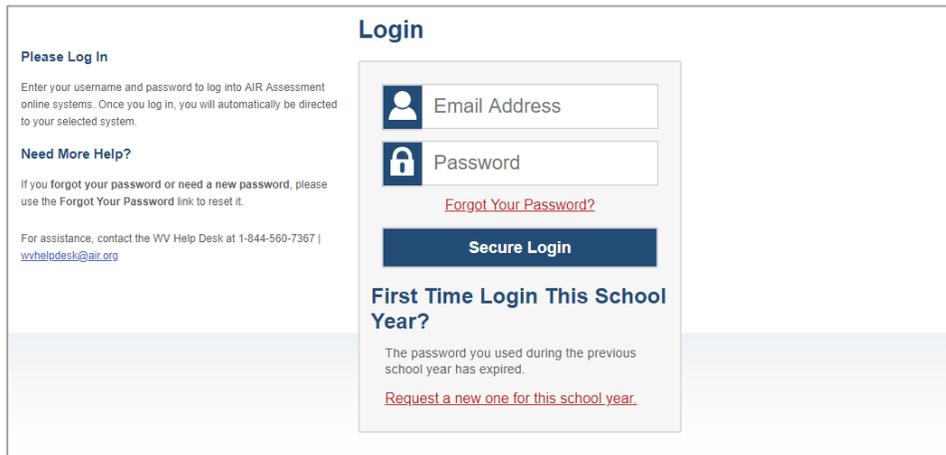
3. On the APM Program page, click on the APM-Reporting card. The login page appears.

Figure 110. APM-Reporting Card



4. On the login page (see [Figure 111](#)), enter the email address and password you use to access all CAI systems.

Figure 111. Login Page



- a. Click **Secure Login**.
- b. If the Enter Code page appears (see [Figure 112](#)), an authentication code is automatically sent to your email address. You must enter this code in the *Enter Emailed Code* field and click Submit within 15 minutes.
 - If the authentication code has expired, click **Resend Code** to request a new code.

Figure 112. Enter Code Page

- c. If your account is associated with multiple institutions, you are prompted to select a role, as in [Figure 113](#). From the **Role** drop-down list, select the role and institution combination you wish to use. You can also change your institution after logging in.

Figure 113. Select Role Window

The dashboard for your user role appears.

How to Set or Reset Your Password

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page (see [Figure 114](#)). To activate your account, you must set your password within 15 minutes.

All users are required to do a one-time password reset at the beginning of every school year, for security purposes.

- If your first temporary link expired:

In the activation email you received, click the second link provided and request a new temporary link.

- If you forgot your password:

On the **Login** page, click **Forgot Your Password?** and enter your email address in the *E-mail Address* field. Click **Submit**. You will receive an email with a new temporary link to reset your password.

Figure 114. Reset Your Password Page

Reset Your Password

Enter your email address and select Submit. You will receive an email that contains a link to create a new password.

Need More Help?

If you forgot your password or need a new password, please use the [Forgot Your Password](#) link to reset it.

For assistance, contact the WV Help Desk at 1-844-560-7367 | wvhelpdesk@air.org

Reset Your Password

E-mail Address

Submit

[Return to Login Page](#)

- If you did not receive an email containing a temporary link or authentication code:

Check your spam folder to make sure your email program did not categorize it as junk mail. If you still do not see an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- Additional help:

If you are unable to log in, contact the Florida Help Desk for assistance. You must provide your name and email address.

E

Multiple Test Opportunities

Sometimes test results will include multiple rows for the same student.

When a student completes multiple test opportunities for a single assessment, as in [Figure 115](#), reports display a row of data for each opportunity. A clock icon  appears next to the most recent opportunity. Previous opportunities are marked with numbers , starting from the earliest test taken. An asterisk icon  indicates that an opportunity is not the most recent and therefore is not included in calculations of average scores or performance distributions.

Figure 115. School Performance on Test Report: Performance by Student Tab

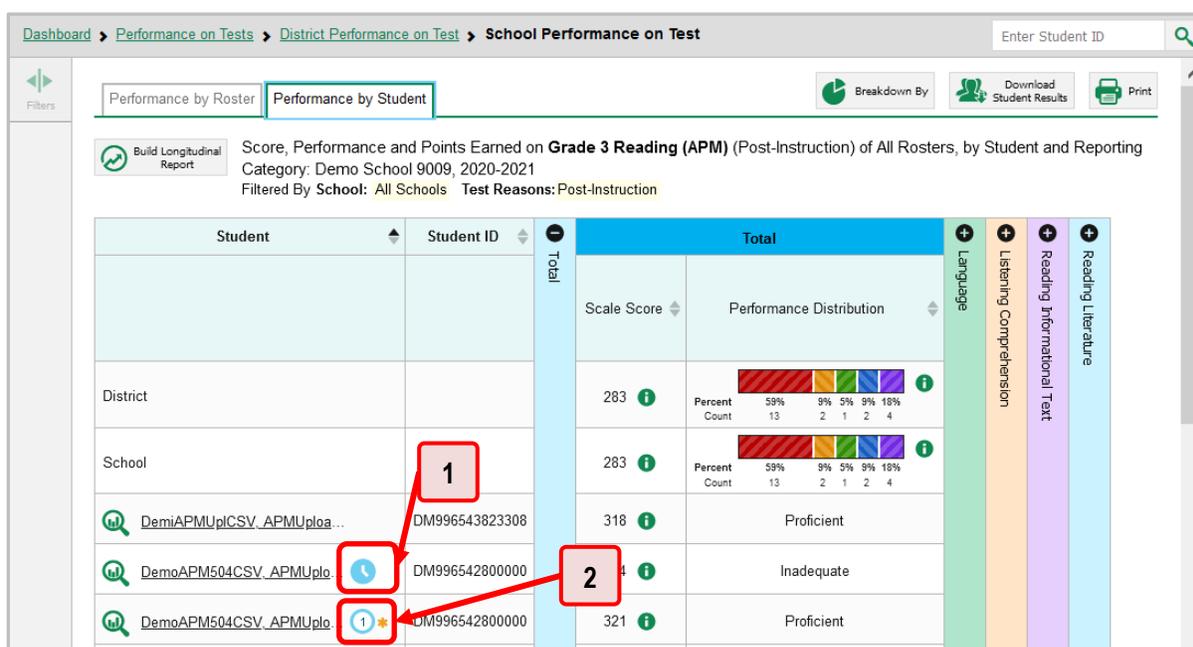


Table 49. School Performance on Test Report: Performance by Student Tab Elements

#	Element
1	Most recent opportunity
2	First opportunity

F

Non-Scorable Test Opportunities

The reports in APM-Reporting do not include data for non-scorable test opportunities. A student’s test opportunity cannot be scored when it has a test status of “Expired” or “Invalidated.” If a test opportunity is non-scorable, a notification  appears below the report for that assessment.

You can click **More Info** on the notification to view the **Students with Other Test Statuses** window (see [Figure 116](#)). This window lists the students who have non-scorable test opportunities for the given assessment, as well as the status code and completion date for each.

Figure 116. Students with Other Test Statuses Window

Grade 3 Reading (APM): Students with Other Test Statuses			
Name	Student ID	Condition Code	Date Taken
FSAUAT, PMUAT	DM999009000500	Insufficient to score	09/11/2020

Table 50. Students with Other Test Statuses Window Elements

#	Element
1	Condition codes
2	Dates the tests were taken

G

Performance Data

Depending on the test, a report may display different kinds of performance data:

- Score data:
 - Scale scores.
 - Raw scores, which may be in the form of percentages or fractions.
- Performance level data, which are used for tests with performance levels. Performance levels provide qualitative measurements of students’ proficiency in relation to a particular standard or set of standards. Some aggregate reports include performance distribution bars, as in [Figure 117](#), showing the percentage and number of students who achieved each performance level.

These bars are color-coded, with three performance levels being coded red-yellow-green, and five being coded red-yellow-green-blue-purple.

Figure 117. School-Level User View: School Performance on Test Report: Performance by Roster Tab

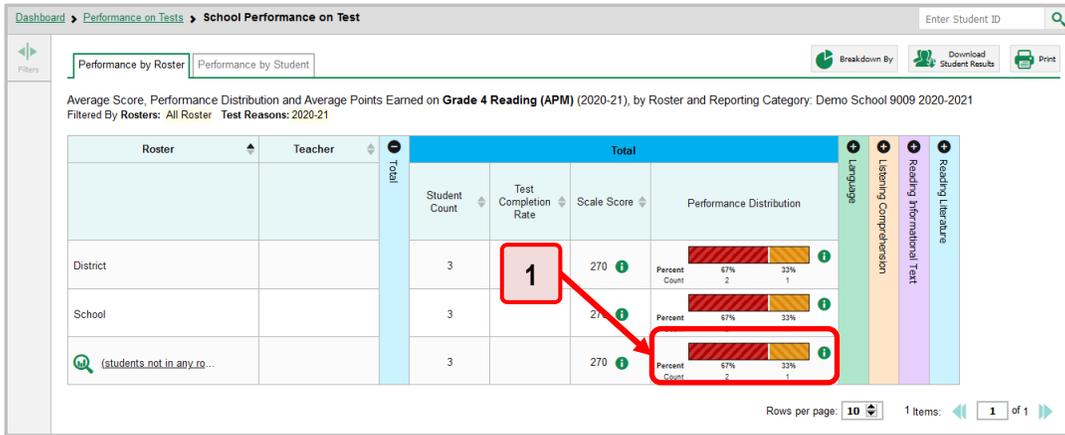


Table 51. School-Level User View: School Performance on Test Report Elements

#	Element
1	Performance distribution bar, divided into colored blocks representing different performance levels

In a report, click the more information button **i** in the score or Performance Distribution columns (see [Figure 118](#)).

Figure 118. School-Level User View: School Performance on Test Report: Performance by Roster Tab

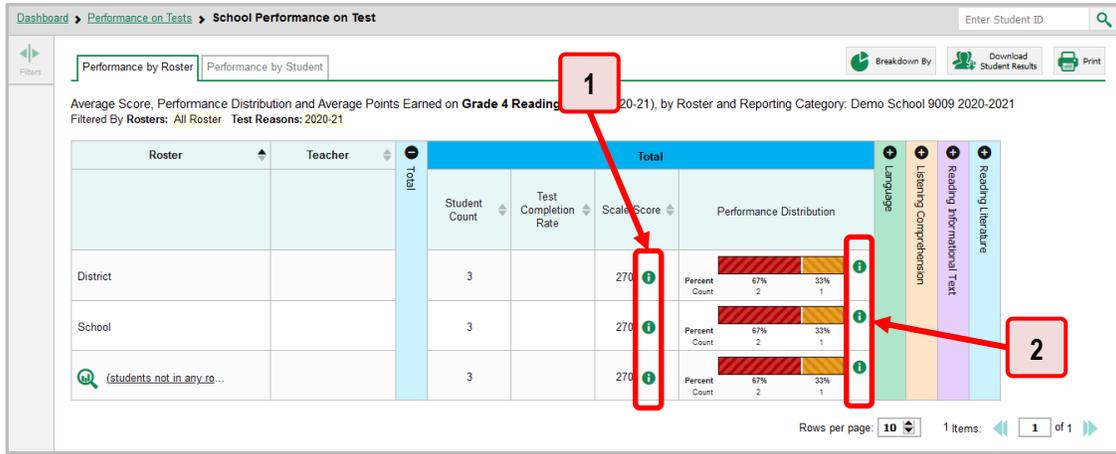


Table 52. School-Level User View: School Performance on Test Report Elements

#	Element
1	Buttons to learn more information on average score
2	Buttons to learn more information on performance distribution

A legend appears (see [Figure 119](#) and [Figure 120](#)), explaining what the scores or performance levels indicate.

Figure 119. My Students' Performance on Test Report with Expanded Scale Score Legend

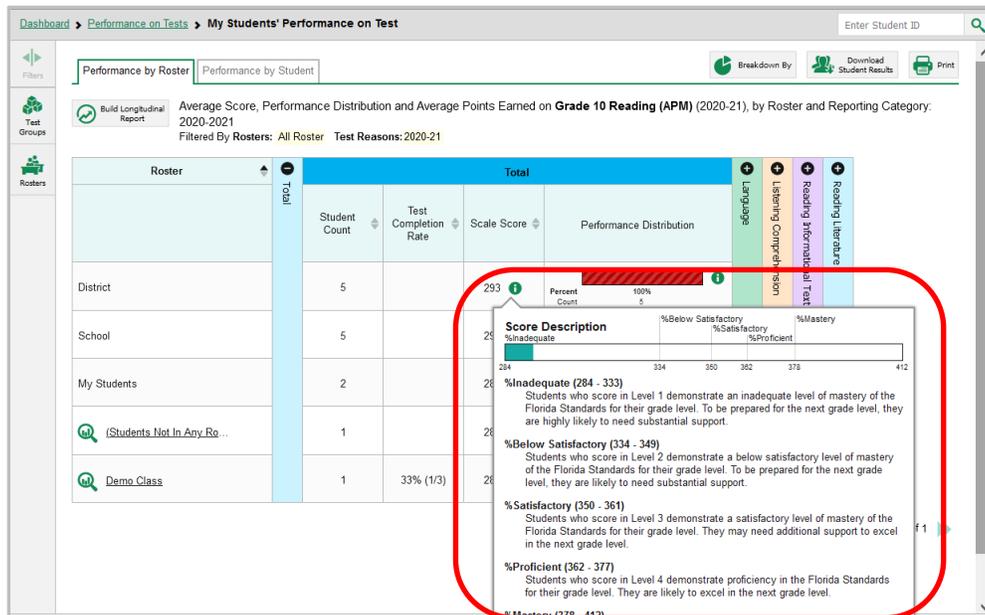
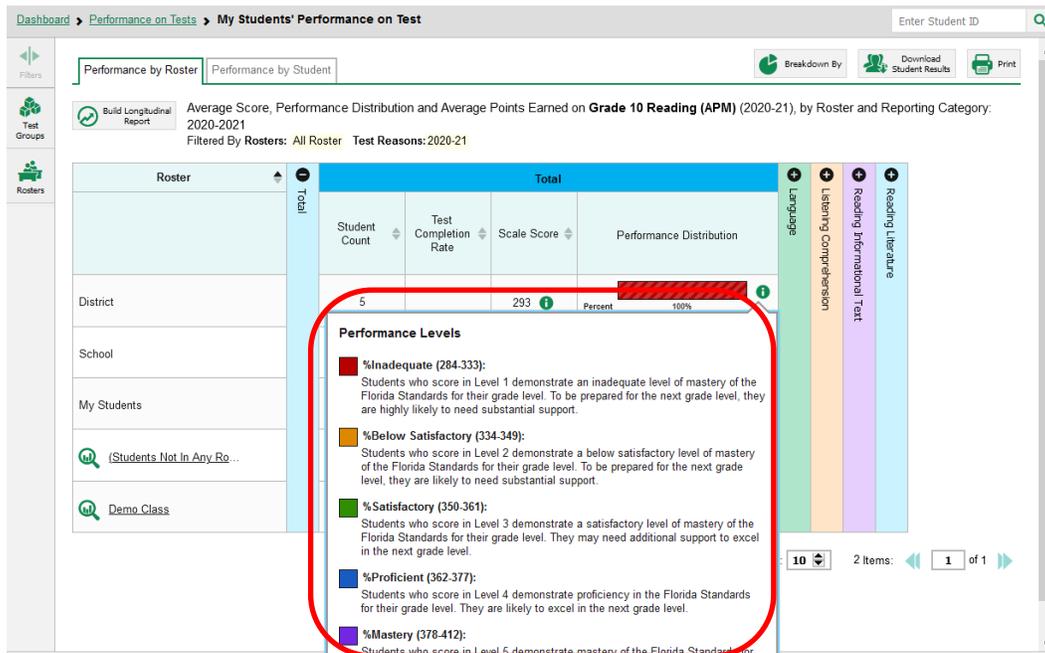


Figure 120. My Students' Performance on Test Report with Expanded Performance Distribution Legend



You will find similar buttons  in reports throughout the APM-Reporting System.

H

Report Tables

How to Sort a Table

1. To sort by descending order, click the header of the column you wish to sort by. The bottom arrow in the header is shaded darker  when the column is sorted in descending order.
2. To sort by ascending order, click the column header again. The top arrow in the header is shaded darker  when the column is sorted in ascending order.

How to Specify the Number of Rows Displayed

In the *Rows per page* field below a table, enter the number of rows you want the table to display per page. Your specifications persist for each table.

You can click the arrow buttons in this field to increase or decrease the number of rows displayed in increments of one.

How to View Additional Table Rows

- To move to the next and previous pages in a table, click the arrow buttons   at the lower-right corner of the table.
- To jump to a specific table page, enter the page number in the field at the lower-right corner of the table.

How to View Additional Table Columns

To scroll the table to the right or left, click the arrow buttons   on the right and left sides of the table.

If a table contains expandable and collapsible accordion sections, you can click the section bars or  and  to expand and collapse them.

How to Expand All Accordion Sections in a Table

If you're navigating the page by tabbing through it, you may want to expand all the expandable accordion sections of a table at once. This feature, which is available in most test results, will make the table accessible to a screen reader.

1. Navigate to the table by tabbing through the page in your browser. When the “Load Accessible Table” message appears, press the **Enter** key. All the accordion sections expand.
2. *Optional:* To collapse the sections again, navigate back to the table. When the “Hide Accessible Table” message appears, press the **Enter** key. All the accordion sections collapse, except the **Total** section.

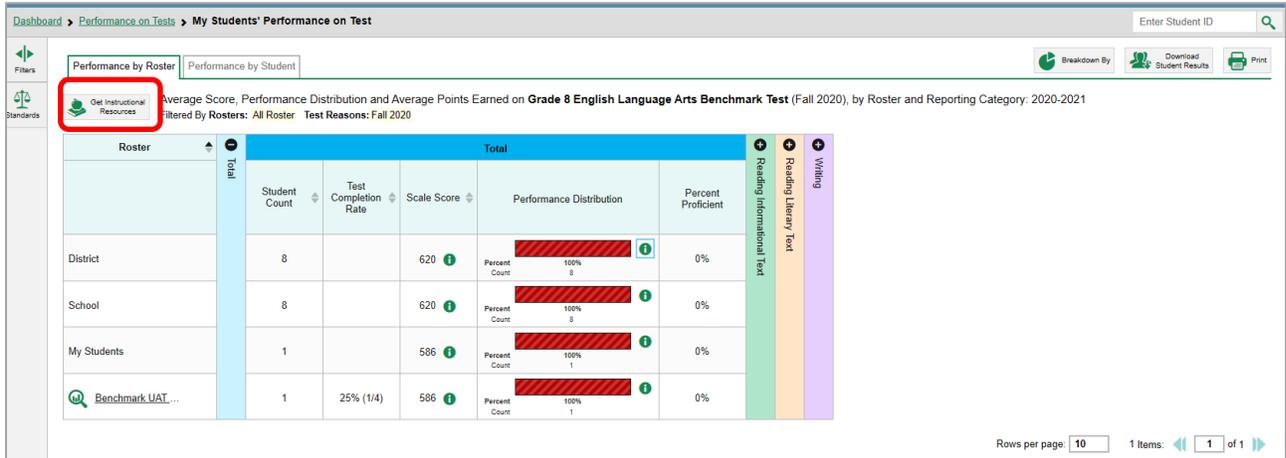
I

Test Resources

Some test results in the APM-Reporting System include supplementary information that you can access, such as resources provided for the assessment in Tools for Teachers.

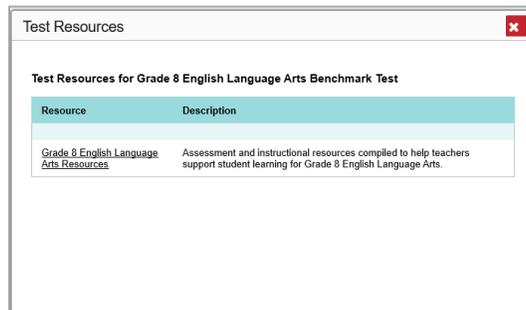
If additional assessment information is available, click the **Get Instructional Resources** button  in the upper-left corner of the report table (see [Figure 121](#)). If the test results also include a Longitudinal Report, this link will appear in a **More Tools** menu.

Figure 121. My Students' Performance on Test Report: Performance by Roster Tab



A window opens (see [Figure 122](#)), displaying resource links that either download or open in a new browser tab or window.

Figure 122. Test Resources Window



J

User Support

For additional information and assistance in using the APM-Reporting System, contact the APM Help Desk.

The APM Help Desk is open 7:30 a.m. to 8:30 p.m. Eastern Time (except holidays or as otherwise indicated on the FSA Assessments Portals).

- APM Help Desk
- **Toll-Free Phone Support:** 1-888-944-5001
- **Email Support:** FloridaAPM@cambiumassessment.com

APM/FCLE-Reporting User Guide

Please provide the APM Help Desk with a detailed description of your problem, as well as the following:

- If the issue pertains to a student, provide the student's FLEID and associated district or school. Do not provide the student's name.
- If the issue pertains to a Test Information Distribution Engine (TIDE) user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Operating system and browser information, including version numbers (for example, Windows 10 and Firefox 79 or Mac OS 10.15 and Safari 12).

Change Log

Location	Change	Date
Throughout Guide	Images updated where appropriate.	9/2/21
Throughout Guide	Added references to FCLE where appropriate.	10/21/21